

CITY OF LEON VALLEY



ANNUAL OPERATING BUDGET FY 2015

City of Leon Valley Fiscal Year 2014-2015 Budget

This budget will raise more total property taxes than last year's budget by \$80,580 or 1.5861% and of that amount \$11,747 is tax revenue to be raised from new property added to the roll this year.

The members of the governing body voted on the budget as follows:

FOR:	Ruiz, Sanchez, Diaz, Martinez, and Biever
AGAINST:	None
PRESENT and not voting:	None
ABSENT:	None

Property Tax Comparison:

	<u>FY 2014</u>	<u>FY 2015</u>
Adopted and Proposed Tax Rate	\$0.582915	\$0.575507
Effective Tax Rate	\$0.557453	\$0.562998
Effective Operating Rate	\$0.462652	\$0.460499
Maximum Operating Rate	\$0.499664	\$0.497338
Debt Tax Rate	\$0.106163	\$0.098755
Rollback Tax Rate	\$0.605827	\$0.596093

Fiscal year 2015 City debt obligations secured by property taxes is \$8,995,000.

ORDINANCE No. 14-019

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS APPROVING THE BUDGETS AND ASSOCIATED CAPITAL ACQUISITION PLANS OF THE CITY OF LEON VALLEY TEXAS FOR THE FISCAL YEAR OF 2015 AND THE SAME FILED WITH THE OFFICES OF THE LEON VALLEY CITY SECRETARY AND THE BEXAR COUNTY CLERK.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, THAT:

1. The following Budgets and associated Capital Acquisition Plans for the City of Leon Valley, Texas, for the Fiscal Year 2015, a true copy of which are on file in the office of the City Secretary and made a part hereof by reference, are hereby adopted and approved and ordered filed in the offices of the Leon Valley City Secretary and the Bexar County Clerk.

General Fund
Water and Sewer (Enterprise) Fund
Grant Fund
CIED Fund
Crime Control and Prevention
District
Building Security Fund

Child Safety Fund
Municipal Court Technology Fund
Debt Service Fund
Community Center Fund
Street Maintenance Tax Fund
Capital Project Fund
Police Forfeiture Fund

2. No expenditure of the funds of the City shall be made during said fiscal year except in strict compliance with such adopted budget.

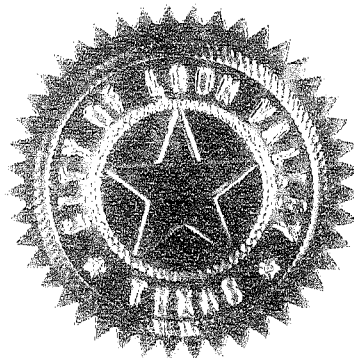
PASSED, ADOPTED AND APPROVED by the City Council of the City of Leon Valley this the 22nd day of September, 2014.

APPROVED


CHRIS RILEY
Mayor

Attest:


SAUNDRA PASSAILAIGUE, TRMC
City Secretary



ORDINANCE No. 14-021

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS RATIFYING THE FY 2015 BUDGET THAT WILL RAISE MORE TOTAL PROPERTY TAXES THAN LAST YEAR'S BUDGET BY \$80,580 OR 1.5861% AND OF THAT AMOUNT \$11,747 IS TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE ROLL THIS YEAR.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LEON VALLEY, TEXAS, THAT:

1. The General Fund Budget and associated Capital Acquisition Plan for the City of Leon Valley, Texas, for the Fiscal Year 2015, that will raise more total property taxes than year's budget by \$80,580 or 1.5861% and of that amount \$11,747 is tax revenue to be raised from new property added to the roll this year, a true copy of which is on file in the office of the City Secretary and made a part hereof by reference, is hereby ratified and approved and ordered filed in the office of the City Secretary.
2. No expenditure of the funds of the City shall be made during said fiscal year except in strict compliance with such adopted budget.

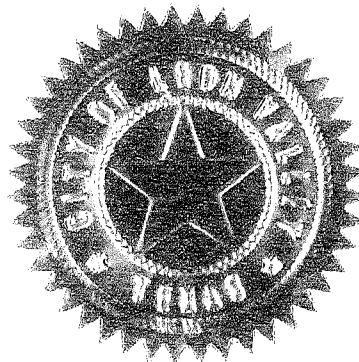
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APPROVED


CHRIS RILEY
Mayor

Attest:


SAUNDRA PASSAILAIGUE, TRMC
City Secretary





August 11, 2014

Honorable Mayor and City Council:

Submitted herewith is the proposed annual budget for Fiscal Year (FY) 2015. We are proposing a balanced budget as required by State law. It provides revenue sufficient to meet budgeted expenditures for operations, capital improvements, equipment replacement, and debt service for the next fiscal year. City Staff prepared the proposed budget in a very prudent manner that concentrates resources on the day-to-day basic services of the City such as police, fire and public works.

The highlights of this budget includes a slight reduction of the Property Tax Rate; an increase in Sales Tax and Property Tax revenue related to the improving local economy; increase in franchise tax revenue due to the recent approval of the CPS Energy Franchise agreement; and new revenue associated to the recent addition of the voter approved Crime District Sales Tax.

This budget appropriates monies to implement the Salary Market Compensation Study along with slight increases in the base budget (current level of services) for the day-to-day operations of the City. In FY 2015, the new capital facilities—the Fire Station and Police Department Facilities will be fully operational so funds are budgeted for Furniture, Fixtures and Equipment (FF&E) for the new facilities.

In the Water Utility Enterprise Fund activity, we are proposing funding of a rate study and development of a Capital Improvement Plan (CIP) to address the aging infrastructure associated with the water system.

We have been diligent in proposing budget items that are only absolutely necessary to maintain the current level of services. As mentioned, we are proposing a balanced budget with sufficient revenue to meet budgeted expenditures. Total General Fund Revenue is budgeted at \$7,835,059 and Expenditures are appropriated at \$7,811,101. To fund the FY 2015 General Fund Budget, we are recommending a tax rate of \$0.575507 cent per \$100 of valuation. This is a decrease of \$0.007408 from FY 2014. The tax components are as follows: \$0.476752 for Maintenance and Operations and \$0.098755 for Interest and Sinking (I&S) Fund Debt Service. The decrease in the tax rate is from a reduction in the I&S portion of the tax rate.

Our City remains in sound financial condition with good financial reserves. For FY 2015, we are projecting a total unappropriated fund balance of \$2,792,442—approximately \$1,892,442 in the Capital Reserve Fund and \$900,000 in the Committed Fund Balance. The combined fund balance represents approximately four (4) months of operating income.

- Funding in the amount of \$16,000 is budgeted to implement our Public Safety departments migration to the 800 MHz dispatch system. This project is designed to improve the City's interoperability with our mutual aid partners.
- Funds a new basketball court at the Silo Park located on Huebner Road at a cost of \$20,000.
- \$20,000 is included for installation of new sidewalks in the City.
- \$40,000 for the pool management contract. This will allow the City pool to operate for the summer 2015 swim season.
- Funding in the amount of \$300,000 is included in the Street Maintenance Tax Fund for design fees associated with the Evers Road reconstruction project.
- \$35,000 to support Leon Valley festival activities.
- \$30,000 for relocation of administrative staff during the final phase of construction of the municipal facility.
- \$20,000 is funded to purchase new books in the Library.

OTHER FUNDS HIGHLIGHTS

The Grant Fund, Building Security, Child Safety, Municipal Court Technology, Debt Service and Police Forfeiture Funds proposed budgets total \$927,758.

The CPS Energy CIED Fund is budgeted at \$2,069,016.

The Community Center proposed operating budget totals \$171,063, a decrease of \$37,537 from FY 2014.

The Street Maintenance Sales Tax Fund proposed budget totals \$1,393,806.

The newly created Crime Control and Prevention District proposed budget totals \$180,653 and funds a new officer and personnel expenses.

EMPLOYEE BENEFITS & COMPENSATION

The proposed budget includes funding for the Salary Market Compensation Study. Approximately 33 employees will get a pay adjustment in order to raise their salaries to market levels.

Approximately 73 employees that have salaries at market will receive on average a 3% pay adjustment.

All employees will receive a 1.0% Cost of Living Adjustment (COLA)

The budget funds the continuation of longevity pay. Under this program, employees receive \$4 per month for each year of service to the City. All city employees qualify for this benefit.

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The proposed budget includes funding for an annual increase of \$200 for police and fire uniform allowance.

The budget provides funding for the Texas Municipal Retirement System (TMRS) contribution rate. The TMRS rate will decrease as of January 1, 2015 from 16.56% to 15.88%.

The proposed budget includes funding for the City's Medical Insurance Program which provides medical, dental, vision and life insurance coverage. The program provides medical insurance to employees at no cost. Dependent insurance cost is paid for by the employee.

Conclusion: City Staff is committed to working with the Mayor and City Council over the new few months to develop the final adopted budget. We have scheduled a series of public meetings and hearings for consideration and adoption of the budget. Here is the schedule leading to final adoption of the budget:

- August 23, 2014 Budget Presentation-Coffee with Mayor & City Council
- September 2, 2014 1st Public Hearing on the proposed Tax Rate
Budget Work Session to Discuss Departmental Budgets
- September 8, 2014 2nd Public Hearing on proposed Tax Rate
Budget Work Session to discuss Departmental Budgets
- September 22, 2014 Public Hearing and formal adoption of the Budget
Formal adoption of the tax rate

Special thanks to the Department Directors and City employees for their assistance in the development of this document. Much appreciation is due to Finance Director Vickie Wallace for her diligence in overseeing the development of the budget. We look forward to discussing this budget plan with you and the community.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Manuel Longoria Jr.", with a stylized flourish at the end.

Manuel Longoria Jr.
City Manager

User's Guide to the Budget Document

Overview

This section is designed to assist the reader in the use and comprehension on the City of Leon Valley's Budget Document. The Annual Budget serves as a policy document, financial plan, an operations guide and a communications device. It is utilized by City Council and City Staff to monitor revenue and expenditures.

Budget Tabs

The budget is arranged in three sections that are separated by the following respective tabs. Below is a brief description on the materials found in each of the sections.

- ❖ User's Guide
- ❖ Departmental Appropriations
- ❖ Capital Acquisition Plan

Users's Guide - This section is used to provide the reader a summary of what is contained in the budget document.

Departmental Appropriations - This section is organized by department and provides the reader with a better understanding of the kind of services provided by each department. Individual department summaries contain organization chart, department description, mission statement, program narrative with accomplishments and objectives, personnel, performance measures, and department appropriations.

Capital Acquisition Plan (CAP) - This section contains the Five Year Capital Acquisition Plan organized by department. The intent of the CAP is to enable the City to make long range judgements on the needs of the City each fiscal year and apply available resources to these needs to the extent possible. The CAP is funded each fiscal year by the Available Reserve, which is the amount left in the fund reserve at the end of the previous fiscal year less a minimum fund balance of \$900,000 for General Fund and \$350,000 for the Enterprise Fund.

Budget Amendments

The City Manager is authorized to transfer budget amounts between line items within a department; however, any transfer or supplemental appropriation that amends the total expenditures of a department or total budget requires City Council approval. Actual expenditures may not legally exceed budgeted appropriations at the department

Budget Basis

Governmental Funds (General, Special Revenue, and Debt Service) are prepared and accounted on a modified accrual basis using a current financial resource measurement focus. Briefly this means that revenues are recognized in the period in which they are both measurable and available and expenditures are recognized when incurred.

The Enterprise Fund (Water and Sewer) are prepared and accounted for using the full accrual method of accounting for both revenue and expense similar to a commercial enterprise. The revenues are recognized when they are earned, and their expenses are recognized when they are incurred.

Budget Controls

Budgetary compliance is a significant tool for managing and controlling governmental activities, as well as ensuring conformance with the City's budgetary limits and specifications. The objective of budgetary control is to ensure compliance with legal provisions embodied in the annual appropriated budget adopted by City Council. The budget is adopted each fiscal year. The fiscal year for the City of Leon Valley starts on October 1st and ends on September 30th of each year. Budgetary preparation and control is exercised at the departmental level.

Accounting Basis

The Comprehensive Annual Financial Report (CAFR) shows the status of the City's finances on a basis of generally accepted accounting principles (GAAP).

Governmental funds (General Fund, Special Revenue and Debt Service) are accounted for on a modified accrual basis using a current financial resources measurement focus. Revenues are recognized in the period in which they are both measurable and available and expenditures are recognized when incurred except for interest on general long-term debt which is recognized when due. Sales and property taxes are considered "measurable" when in the hands of intermediary collecting governments and are recognized as revenue at that time.

Enterprise Funds (Water and Sewer) have an economic resources measurement focus and use the full accrual method of accounting for both revenue and expenses similar to a commercial enterprise.

Fund Accounting

The City's accounts are organized on the basis of funds and accounts groups, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self balancing accounts which are comprised of each fund's assets, liabilities, fund equity, revenues, and expenditures or expenses as appropriate. Governmental resources are allocated to and accounted for

in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

Fund Types

Governmental Fund Types

General Fund - The General Fund accounts for the resources used to finance the fundamental operations of the City. It is the basic fund of the City and covers all activities for which a separate fund has not been established.

Special Revenue Funds - These funds are used to account for specific revenue sources which are legally restricted to expenditures for specified activities.

Community Center - to account for the expenditures of funds received primarily from a hotel-motel tax base to be used for the Community Civic Center and Visitor Center.

Grant Fund - to account for the expenditures of funds received from various grant monies for specific programs.

Crime Control and Prevention - to account for the expenditures of funds received from a 1/8 cent sales tax that is specifically dedicated to crime control and prevention.

Child Safety Fund - to account for expenditures for the drug awareness and prevention program, school crossing guards, and other child safety programs.

Building Security Fund - to account for revenues received from building security fees and the corresponding restricted expenditures.

Court Technology Fund - to account for revenue received from court technology fees and the corresponding restricted expenditures.

Police Forfeiture Fund - to account for revenues received from seized assets and the corresponding restricted expenditures.

Debt Service Funds - These funds are used to account for the accumulation of resources for and the payment of principal and interest on general long-term debt of the City other than Revenue Bonds.

Enterprise Fund

The Enterprise Fund accounts for operations which are intended to be self-supported through user charges.

GENERAL FUND

FUND NARRATIVE

The General Fund accounts for the resources used to finance the fundamental operations of the City. It is the basic fund of the City and covers all activities except for those in which a separate fund has been established. The General Fund contains such services as business office, finance, city manager and council, police, fire, EMS, library, streets, parks, and community development.

In addition to property and sales taxes, the General Fund also includes revenues derived from fines, fees for services, franchise fees, payments from other governments, and miscellaneous revenue sources.

**GENERAL FUND
SUMMARY OF REVENUES AND EXPENDITURES**

	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATED 2013-2014	BUDGET 2014-2015
BEGINNING FUND BALANCE	\$ 2,334,137	\$ 2,443,587	\$ 2,443,587	\$ 2,264,963
REVENUES				
Ad Valorem Taxes	3,164,070	3,237,200	3,235,700	3,316,280
Sales Taxes	1,933,459	1,855,346	2,240,190	2,124,190
Franchise Fees	701,468	707,181	800,098	840,098
Licenses, Permits, Fees and Fines	996,882	1,011,551	926,240	997,375
Grants	4,523	-	5,323	-
Other	389,020	138,390	197,947	160,637
TOTAL REVENUES	7,189,422	6,949,668	7,405,498	7,438,580
OTHER FUNDING SOURCES				
Transfers In	-	-	-	-
Capital Reserve	-	474,529	474,529	336,479
Capital Reserve-Non-Capital	-	50,000	50,000	60,000
Park Land Reserve	-	-	-	-
TOTAL OTHER FUNDING SOURCES	-	524,529	524,529	396,479
TOTAL RESOURCES AVAILABLE	7,189,422	7,474,197	7,930,027	7,835,059
EXPENDITURES				
Personnel Services	5,155,171	5,591,729	5,591,729	5,869,304
Supplies	318,372	410,926	410,926	474,445
Contractual Services	888,006	976,941	976,941	1,143,873
Capital Outlay	708,423	474,529	474,529	139,000
TOTAL EXPENDITURES	7,069,972	7,454,125	7,454,125	7,626,622
OTHER FINANCING USES				
Transfers Out	10,000	129,997	129,997	207,479
TOTAL OTHER FINANCING USES	10,000	129,997	129,997	207,479
TOTAL EXPENDITURES AND OTHER USES	7,079,972	7,584,122	7,584,122	7,834,101
ENDING FUND BALANCE	\$ 2,443,587	\$ 1,809,133	\$ 2,264,963	\$ 1,869,442

**GENERAL FUND
SCHEDULE OF REVENUES BY SOURCE**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2012-2013	2013-2014	2013-2014	2014-2015
Ad Valorem Taxes				
Current	\$ 3,117,941	\$ 3,189,000	\$ 3,189,000	\$ 3,269,580
Delinquent	21,386	23,800	22,000	22,000
Penalty and Interest	24,743	24,400	24,700	24,700
Total Ad Valorem Taxes	3,164,070	3,237,200	3,235,700	3,316,280
Sales Taxes				
City Sales Tax	1,904,719	1,827,143	2,211,190	2,095,190
Alcoholic Sales Tax	28,740	28,203	29,000	29,000
Total Sales Taxes	1,933,459	1,855,346	2,240,190	2,124,190
Franchise Fees				
City Public Service	411,328	411,000	500,000	550,000
Telecommunications Fee	49,824	53,900	49,800	49,800
San Antonio Water System	811	811	811	811
Waste Management	48,257	48,550	58,250	48,250
Time Warner Cable	188,861	190,600	188,850	188,850
Grey Forest Utilities	2,387	2,320	2,387	2,387
Total Franchise Fees	701,468	707,181	800,098	840,098
Licenses, Permits, Fees and Fines				
Building Department	101,147	78,500	78,500	83,100
Contractor's Registration	21,050	12,000	20,000	20,000
Renter's Registration	8,760	7,200	4,000	4,000
Animal Licenses and Tags	875	769	875	875
Animal Control Fees	3,140	697	1,200	1,200
Special and Solicitors	150	250	150	150
Zoning and Board of Adjustment	2,950	2,000	2,950	2,000
Subdivision Platting Fees	900	1,575	1,000	1,000
Occupation, Liquor, and Food	37,321	39,700	37	37,300
Municipal Court Fines	544,089	631,460	547,300	547,300
Recreation Fee	15,460	16,000	15,000	15,000
Fire Inspection Fees	2,875	2,500	1,750	2,500
False Alarm Fees	525	350	350	350
Dispatch Fees	-	-	-	-
Garage Sale Permit Fees	1,837	2,100	1,800	1,800
EMS Fees	255,307	215,800	250,828	280,300
SCCC - Clean Up Fees	-	-	-	-
Book Fines	496	650	500	500
Total Licenses, Permits, Fees and Fines	996,882	1,011,551	926,240	997,375

Schedule of Revenues Continued**Grants**

EMS/Trauma System

Loan Star Library Grant

Total Grants**Other**

Library Non Resident Users

Interest Income

Sprint Tower Lease

Library Memorial Donations

Sale of Surplus Property

Special Events

LVEDC Services Contract

Towing Contract

Pool Revenue

Miscellaneous

Total Other**TOTAL REVENUES**

ACTUAL	BUDGET	ESTIMATED	BUDGET
2012-2013	2013-2014	2013-2014	2014-2015
4,523	-	5,323	-
-	-	-	-
4,523	-	5,323	-
1,311	1,413	1,300	1,300
3,777	5,050	3,800	3,800
13,200	13,200	14,520	14,520
165	2,000	200	200
1,643	10,000	5,000	10,000
3,434	3,500	50,000	49,400
41,153	42,227	42,227	45,417
5,685	6,000	6,000	6,000
-	25,000	-	-
318,652	30,000	74,900	30,000
389,020	138,390	197,947	160,637
\$ 7,189,422	\$ 6,949,668	\$ 7,405,498	\$ 7,438,580

**GENERAL FUND
SCHEDULE OF EXPENDITURES BY DEPARTMENT**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2012-2013	2013-2014	2013-2014	2014-2015
Business Office	\$ 150,344	\$ 154,139	\$ 154,139	\$ 165,153
Finance	209,932	221,690	221,690	220,127
City Manager and Council	300,080	422,832	422,832	466,272
Police	1,967,909	2,296,157	2,296,157	2,344,069
Fire	2,117,784	2,301,695	2,301,695	2,231,419
Public Works	993,572	1,177,784	1,177,784	1,177,650
Community Development	287,158	205,275	205,275	212,660
Economic Development	122,336	161,088	161,088	145,775
Special Events	10,899	13,000	13,000	97,568
Parks and Recreation	86,802	213,266	213,266	183,736
Library	823,156	287,199	287,199	359,193
TOTAL EXPENDITURES	\$ 7,069,972	\$ 7,454,125	\$ 7,454,125	\$ 7,603,622

DEPARTMENT DESCRIPTION AND MISSION

The Business Office is responsible for the day-to-day receipting and processing of City revenue and the functions of the Municipal Court. The mission of the Business Office is to provide excellent customer service to our residents, visitors and court defendants and to support the community by providing efficient services through the promotion of justice.

PROGRAM NARRATIVE**Accomplishments for FY 2013-2014:**

- ★ Provided excellent customer service.
- ★ Improved the efficiency of Court operations.
- ★ Successfully cross trained all Court personnel.
- ★ Implemented a new process for the use of forms to provide a better audit trail.

Objectives for FY 2014-2015:

- ★ Continue to effectively collect on warrants.
- ★ Ensure employee professional growth through training.
- ★ Provide the highest level of professional and efficient customer service.

BUSINESS OFFICE**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2012-2013	2013-2014	2013-2014	2014-2015
Personnel Services	\$ 71,065	\$ 79,009	\$ 79,009	\$ 79,471
Supplies	6,525	8,230	8,230	9,130
Contractual Services	72,754	66,900	66,900	76,552
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 150,344	\$ 154,139	\$ 154,139	\$ 165,153

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2011-2012	2012-2013	2013-2014	2014-2015
Senior Clerk	0.60	0.55	0.55	0.55
Assistant Deputy Court Clerk	0.60	0.55	0.55	0.55
Deputy Court Clerk	0.55	0.50	0.50	0.50
TOTAL	1.75	1.60	1.60	1.60

DEPARTMENT DESCRIPTION AND MISSION

To optimally manage the City's finances through its accounting, purchasing and billing functions in order to ensure the proper safeguarding and preservation of City assets. The Finance Department accomplishes this mission by ensuring all the financial operations and transactions of the City which includes accounts payable, payroll, cash management, grant administration, internal audit, purchasing, utility system billings and collections are adequately managed and accounted for in accordance with Generally Accepted Accounting Principles, Governmental Accounting Standards Board Pronouncements and other legally mandated standards as required by Federal, State and City laws. The Finance Department assists the City Manager with developing and compiling the City's annual operating budget and is also responsible for compiling the City's financial statements and Comprehensive Annual Financial Report (CAFR).

PROGRAM NARRATIVE**Accomplishments for FY 2013-2014:**

- ★ Prepared, submitted and was awarded the City's Comprehensive Annual Financial Report (CAFR) for the fiscal year ended September 30, 2012 the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) Program.
- ★ Improved information reporting and budgeting with "On-Line Budgeting" for all departments.
- ★ Performed annual review of internal controls and updated as needed.
- ★ Assisted City Manager with preparation of annual budget.
- ★ Coordinated and assisted external auditor with annual audit.
- ★ Reviewed records management schedule and prepared records that are to be destroyed.

Objectives for FY 2014-2015:

- ★ Prepare and submit fiscal year 2014 CAFR to GFOA for judging in GFOA's Certificate of Achievement for Excellence in Financial Reporting Program.
- ★ Continue to improve information reporting, budgeting and forecasting.
- ★ Continue to review and update internal controls.
- ★ Assist City Manager with preparation of annual budget.
- ★ Coordinate and assist external auditor with annual audit.

FINANCE**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2012-2013	2013-2014	2013-2014	2014-2015
Personnel Services	\$ 131,170	\$ 133,468	\$ 133,468	\$ 142,822
Supplies	4,756	6,800	6,800	5,600
Contractual Services	74,006	71,422	71,422	71,705
Capital Outlay	-	10,000	10,000	-
TOTAL Department Budget	\$ 209,932	\$ 221,690	\$ 221,690	\$ 220,127

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2011-2012	2012-2013	2013-2014	2014-2015
Finance Director	0.55	0.50	0.50	0.50
Assistant Finance Director	0.55	0.50	0.50	0.50
Purchasing Agent	0.55	0.50	0.50	0.50
Acct Payable/Payroll Clerk	0.55	0.50	0.50	0.50
TOTAL	2.20	2.00	2.00	2.00

DEPARTMENT DESCRIPTION AND MISSION**CITY MISSION STATEMENT**

The City of Leon Valley will provide our community with a superior quality of life by balancing social equity, environmental stewardship, and economic development to achieve sustainability.

VISION STATEMENT

The City of Leon Valley will be a sustainable community by balancing Social Equity, Economic Development and Environmental Stewardship (S.E.E.).

Social Equity

The City will promote a superior quality of life by responding to citizens in a fair and prompt manner, by providing outstanding public safety services, high quality educational, recreational, historical and cultural amenities and superb infrastructure. The City will encourage collaborative participation by its residents, businesses and stakeholders.

Economic Development

The City will provide a diverse and versatile business environment that supports a healthy economy. The city will exhibit a distinctive and welcoming identity at its boundaries and throughout the community. The City will attract, expand and retain viable businesses to promote development and redevelopment, including a town-centered design, pedestrian friendly connections and world class public transit.

Environmental Stewardship

The City will become carbon-neutral by conserving and preserving natural resources and by expanding recycling initiatives and enhancing our environment with earth-friendly practices.

Goals:

- ★ Develop a business climate that provides the right mix of amenities to attract and retain business within the City of Leon Valley;
- ★ Seek ways to increase communication with and involvement of the citizens;
- ★ Develop strategies to mitigate traffic congestion throughout Leon Valley;
- ★ Develop a system of parks, facilities and recreational activities to enhance the quality of life; and
- ★ Effectively manage the City's infrastructure and capital needs.

The City Secretary's Office promotes an open and responsive government through proper noticing, recording, preservation of the City's legislative actions and history and of its official documents, supporting administrative needs of the City Council and the City Manager, providing access to public information, conducting fair and impartial city elections, and providing responsive customer service to our diverse external and internal customer base.

The Department of Human Resources is responsible for the administration and management of the City's comprehensive Human Resources program to meet the City's needs for recruitment, risk management, training, benefit programs, management of workers' compensation, property and liability claims and workforce planning.

PROGRAM NARRATIVE

Accomplishments for FY 2013-2014

- ★ Updated the City's Code of Ordinances which will be available to the public via the City's internet site upon receipt and posting of the updated codification.
- ★ Oversaw the shredding of 500 boxes of outdated records from various City Departments.
- ★ Coordinated the recognition of city volunteer members and programs with the City.
- ★ Established a receptionist position to answer all incoming city switchboard calls in order to improve customer service interaction and smooth the flow of calls directly to the operating City departments both on the main campus and as direct dial calls to other City campuses.
- ★ Established an IT position to maintain the rapid growth of technology features the City of Leon Valley is currently utilizing; including , social media ,City's website, changes in computer network systems and software administration for all City departments.
- ★ Through a formal bidding process, coordinated the selection of health insurance broker and city group benefits.
- ★ Department staffing needs were addressed using a multi-source approach using third party agencies, contractors, temp hires, and direct hires to ensure timely response to staffing vacancies and keeping within budget.
- ★ Continued to provide excellent customer service to all internal and external customers.
- ★ Obtained voter approval of the Crime Control and Prevention District Sales Tax and the ten year renewal of the Street Maintenance Sales Tax.
- ★ Finalized the Construction plans for the new Municipal Facilities.
- ★ Successfully completed the re-branding process, developing a new city logo and slogan, "deep roots, big ideas".
- ★ Completed the Children's Wing at the Leon Valley Library.
- ★ Developed a plan for the Huebner Creek Hike and Bike Trail.

- ★ Began construction of the Monument Signs.
- ★ Allocated funds for the Raymond Rimkus Park Improvements.
- ★ Began the process of developing new street signs.
- ★ Making Leon Valley a destination place instead of a pass through place by establishing, Jazz Festival and enlarging the Fourth of July Parade.

Objectives for FY 2014-2015:

- ★ Begin the transition to electronic records keeping using Texas State Library and Archives Commission approved standards in City Administration and the Municipal Court.
- ★ Complete annual codification of the Code of Ordinances and continue updating web listing of ordinances approved by Council during codification intervals.
- ★ Oversee legal requirements for all City elections, promoting communications to keep voters informed and coordinating joint elections with Bexar County.
- ★ Continue "green" communication efforts to keep the public and employees informed with use of electronic messaging through updated website, emails, Leon Valley ENews, and timely messages on the City's marquees.
- ★ Continue coordinating records management retention to include electronic records-keeping to optimize limited storage and ensure that records are maintained in a usable and accessible condition.
- ★ Continue to process requests for public information with all departments and research ways to make information more readily available to the public using the City's website, when and where possible.
- ★ Continue to promote effective training and current safety programs with the goal of reducing insurance claims: health, workers compensation, and property/liability claims.
- ★ Maintain up to date employment policies to ensure compliance with applicable Federal, State and local laws - FMLA policy, driving, drug and alcohol, electronic communications, and new health program mandates.
- ★ Update the Employee Personnel Manual.
Optimize recruiting and selection process utilizing outside agencies to help fill positions when necessary and supporting efforts for cross-training to insure maintenance of efficient office operations.
- ★ Completion of the new Fire station and beginning the construction of the new Municipal Facility.
- ★ Completion of the Monument Signs.
- ★ Finalizing the Leon Valley Strategic Plan Update.
- ★ Producing the new City Seal.
- ★ Successfully implement the new Compensation plan.
- ★ Developing a plan for Evers Road Improvements.
- ★ Continuing a strong relationship with the Fiesta Dodge property management team.
- ★ Working on a Records Management and paperless Workflow System.

CITY MANAGER AND COUNCIL**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2012-2013	2013-2014	2013-2014	2014-2015
Personnel Services	\$ 179,464	\$ 207,644	\$ 207,644	\$ 255,684
Supplies	13,402	18,640	18,640	42,440
Contractual Services	107,214	196,548	196,548	191,148
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 300,080	\$ 422,832	\$ 422,832	\$ 489,272

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2011-2012	2012-2013	2013-2014	2014-2015
City Manager	0.55	0.50	0.50	0.50
City Secretary	0.60	0.50	0.50	0.50
Human Resource Director	0.55	0.50	0.50	0.50
Administrative Assistant	0.60	0.50	0.50	0.50
Receptionist	0.00	0.00	0.50	0.50
IT Specialist	0.00	0.00	0.00	0.50
TOTAL	2.30	2.00	2.50	3.00

FOOTNOTE: N/C - Not Classified

DEPARTMENT DESCRIPTION AND MISSION

The Police Department's role is to ensure the safety of all citizens, property owners, employees and visitors by fairly and impartially upholding the Constitution and laws of the United States of America, the State of Texas, and the Ordinances of the City of Leon Valley. The Police Department is able to accomplish its mission with five divisions: Administration/Records, Uniform Patrol, Communications, Criminal Investigations and Narcotics Task Force. Supplementary support is provided by the Drug Enforcement Agency Narcotics Task Force and Police Reserve Officers.

The Police Department is also responsible for Animal Control and Code Enforcement for the City of Leon Valley.

POLICE SUMMARY**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2012-2013	2013-2014	2013-2014	2014-2015
Personnel Services	\$ 1,836,584	\$ 2,126,250	\$ 2,126,250	\$ 2,122,205
Supplies	66,835	94,700	94,700	96,150
Contractual Services	64,490	75,207	75,207	107,414
Capital Outlay	-	-	-	18,300
TOTAL Department Budget	\$ 1,967,909	\$ 2,296,157	\$ 2,296,157	\$ 2,344,069

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2011-2012	2012-2013	2013-2014	2014-2015
Police Chief	1.00	1.00	1.00	1.00
Crime Prevention Officer	0.80	0.80	1.00	1.00
Patrol Sergeant	3.00	3.00	3.00	3.00
Corporal	0.00	3.00	3.00	3.00
Warrant Officer	0.70	0.00	0.00	0.00
Detective	3.00	3.00	3.00	3.00
Patrol Officer	14.00	11.00	11.00	12.00
Narcotics Officer	1.00	1.00	1.00	1.00
Communications Supervisor	1.00	1.00	1.00	1.00
Code Enforcement Officer	0.00	0.00	0.90	0.90
Records Clerk	1.00	1.00	1.00	1.00
Dispatcher	6.00	6.00	6.00	6.00
Animal Control Officer	0.00	0.00	1.00	1.00
TOTAL	31.50	30.80	32.90	33.90

DIVISION DESCRIPTION AND MISSION

The Administration Department strives to run the most effective and economically efficient department. We endeavor to enhance public understanding and support of police services, activities and programs.

PROGRAM NARRATIVE**Accomplishments for FY 2013-2014:**

- ★ Utilized the Police Forfeiture Funds to purchase equipment for the Police Department.
- ★ Provided the best possible police protection to the citizens.
- ★ Maintained the current response time of three minutes for life threatening emergency service calls.
- ★ Continued to provide the community with crime awareness information.
- ★ Made several presentations to our residential and business communities in reference to crime prevention.
- ★ This is the first year that Code Enforcement and Animal Control have been assigned to the Police Department. The transition has been seamless and positive for the community.

Objectives for FY 2014-2015:

- ★ Continue to utilize the forfeiture fund to provide equipment and training for the Officers.
- ★ Continue to maintain a presence in our neighborhoods and remain pro-active to the needs of our Citizens.
- ★ Continue to explore avenues to keep our residents informed about activities in their neighborhoods.
- ★ Continue to inform the residents about crime prevention.
- ★ Continue to be aggressive in the enforcement of Code violations.

POLICE ADMINISTRATION**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2012-2013	2013-2014	2013-2014	2014-2015
Personnel Services	207168	\$ 319,979	\$ 319,979	\$ 331,812
Supplies	2696	6,500	6,500	7,250
Contractual Services	30764	56,971	56,971	69,228
Capital Outlay	-	-	-	18,300
TOTAL Department Budget	\$ 240,628	\$ 383,450	\$ 383,450	\$ 426,590

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2011-2012	2012-2013	2013-2014	2014-2015
Police Chief	1.00	1.00	1.00	1.00
Communications Supervisor	1.00	1.00	1.00	1.00
Code Enforcement Officer	0.00	0.00	0.90	0.90
Records Clerk	1.00	1.00	1.00	1.00
Animal Control Officer	0.00	0.00	1.00	1.00
TOTAL	3.00	3.00	4.90	4.90

DIVISION DESCRIPTION AND MISSION

The Police Department Patrol Division includes seventeen sworn officers who uphold the law, deter crime and protect the public. They provide routine patrol, conduct premise inspections, apprehend and arrest violators of the law and enforce traffic laws and local City Ordinances. Patrol officers are the first at the scene of a crime and can properly protect, preserve and in some cases collect evidence which significantly improves the possibility that an investigator will bring the case to a successful conclusion.

PROGRAM NARRATIVE

Accomplishments for FY 2013-2014:

- ★ Aggressively enforced City Ordinances.
- ★ Provided our citizens with residential Patrol-By Program.
- ★ Actively recruited, trained, and then utilized Reserve Officers.
- ★ Provided excellent customer service to our residents and visitors alike.

Objectives of FY 2014-2015:

- ★ Maintain a proactive patrol force thus reducing the opportunity to commit a crime.
- ★ Continue to provide our residents with Residential Patrol-By Program.
- ★ Continue to recruit and retain qualified applicants for our Reserve Officer program.
- ★ Respond aggressively to citizens complaints of traffic violation in neighborhoods and school zones.
- ★ Continue our participation in the San Antonio Police Department High Intensity Drug Trafficking Area Task Force as well as the Drug Enforcement Administrations State and Local Task Force, and as part of these relationships, continue working with all facets of Federal, State and Local governments.
- ★ Continue to remain pro-active in graffiti cases.

POLICE PATROL**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2012-2013	2013-2014	2013-2014	2014-2015
Personnel Services	\$ 1,029,686	\$ 1,145,721	\$ 1,145,721	\$ 1,193,154
Supplies	62,792	83,400	83,400	84,000
Contractual Services	28,493	9,700	9,700	29,400
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 1,120,971	\$ 1,238,821	\$ 1,238,821	\$ 1,306,554

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2011-2012	2012-2013	2013-2014	2014-2015
Patrol Sergeant	3.00	3.00	3.00	3.00
Corporal	0.00	0.00	3.00	3.00
Warrant Officer	1.00	1.00	0.00	0.00
Patrol Officer	14.00	14.00	11.00	12.00
TOTAL	18.00	18.00	17.00	18.00

DIVISION DESCRIPTION AND MISSION

The Communications Department is the nerve center of the Police Department providing all officers with the necessary information and assistance to perform their duties safely. The Communication Center contains and controls computer information links with City, County, State and Federal agencies. Also provides telephone access to the public, 9-1-1 answer point and radio communications with all field units. Their mission is to provide citizens with prompt response and emergency responders with proper information.

PROGRAM NARRATIVE**Accomplishments for FY 2013-2014:**

- ★ Was audited by the Texas Department of Public Safety's Crime Information Center and received an excellent audit as it pertains to security awareness.

Objectives for FY 2014-2015:

- ★ Continue to provide prompt and efficient service to our callers.
- ★ Provide continuing education to our Dispatchers so they may advance in the certification levels.

POLICE COMMUNICATIONS**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2012-2013	2013-2014	2013-2014	2014-2015
Personnel Services	\$ 240,988	\$ 276,193	\$ 276,193	\$ 288,019
Supplies	833	2,200	2,200	2,200
Contractual Services	3,186	2,900	2,900	3,300
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 245,007	\$ 281,293	\$ 281,293	\$ 293,519

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2011-2012	2012-2013	2013-2014	2014-2015
Dispatcher	6.00	6.00	6.00	6.00
TOTAL	6.00	6.00	6.00	6.00

DIVISION DESCRIPTION AND MISSION

To assist in the prosecution of perpetrators through investigation. This achievement requires proof in court that a crime was committed and that the person charged did in fact commit the crime. The Detective, therefore, ascertains the facts of the crime and determines who committed it. They will identify and arrest the perpetrators, discover and interview witnesses and compile physical evidence capable of substantiating the appropriate charge in court. The recovery of stolen property that provides additional evidence of complicity and the return of the stolen property to its rightful owner is a further responsibility separate from its use as evidence.

PROGRAM NARRATIVE**Accomplishments for FY 2013-2014:**

- ★ Detectives obtained all State mandated training courses and completed courses in other topic areas, including courses specifically relating to Investigations.
- ★ Continued to seize property and money under both Federal and State guidelines and utilizing these monies for Department projects.
- ★ Continue to provide positive customer service.

Objectives for FY 2014-2015:

- ★ Maintain a proactive investigation force thus reducing the opportunity to commit crime.
- ★ Continue to maintain our professional integrity and reputation with the District Attorney's Office by presenting complete and accurate case filings.
- ★ Utilize the Investigators in our neighborhoods to assist in patrolling Leon Valley.

POLICE INVESTIGATIONS**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2012-2013	2013-2014	2013-2014	2014-2015
Personnel Services	\$ 285,730	\$ 308,883	\$ 308,883	\$ 231,246
Supplies	514	2,600	2,600	2,700
Contractual Services	1,945	5,500	5,500	5,350
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 288,189	\$ 316,983	\$ 316,983	\$ 239,296

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2011-2012	2012-2013	2013-2014	2014-2015
Detective	3.00	3.00	3.00	3.00
Crime Prevention Officer	0.80	0.80	1.00	1.00
TOTAL	3.80	3.80	4.00	4.00

DIVISION DESCRIPTION AND MISSION

The United States Drug Enforcement Agency – State and Local Task force is a joint Federal/State/Local Task Force who disrupts the illicit drug traffic flow by immobilizing targeted violators and trafficking organizations, gathers intelligence relating to the trafficking in narcotics and dangerous drugs and conducts undercover operations where appropriate and engage in such other traditional methods of investigation in order that the Task Force activities result in effective prosecution before the courts of the United States and the District Court of the State of Texas.

PROGRAM NARRATIVE**Objectives for FY 2014-2015:**

- ★ The Task Force will continue to pursue their cooperative efforts in their fight against drugs and work closely with our Police Department.

POLICE NARCOTICS TASK FORCE**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2012-2013	2013-2014	2013-2014	2014-2015
Personnel Services	\$ 73,012	\$ 75,474	\$ 75,474	\$ 77,974
Supplies	-	-	-	-
Contractual Services	102	136	136	136
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 73,114	\$ 75,610	\$ 75,610	\$ 78,110

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2011-2012	2012-2013	2013-2014	2014-2015
Narcotics Officer	1.00	1.00	1.00	1.00
TOTAL	1.00	1.00	1.00	1.00

DEPARTMENT DESCRIPTION AND MISSION

The primary mission of the Fire Department is to prevent and/or minimize the loss of life and property within the corporate limits of the City by establishing control over fires, sudden medical emergencies and the consequences of natural and manmade disasters. The Fire Department accomplishes this mission with three budgetary divisions: Administration, Operations and Emergency Medical Services. The Fire Prevention division is budgeted under Operations.

Contemporary fire departments must be "all-risk" emergency response organizations - capable of responding to a wide variety of incidents. Because of this, firefighters must not only be proficient at their primary tasks (firefighting and emergency medical services) but must also be able to perform complex technical rescues, operate efficiently in multi-casualty situations, work in situations involving release of hazardous chemicals, biological agents, radiological materials, explosions and disasters such as floods. Firefighters are trained in the National Incident Command System, enabling them to effectively interface with other City departments, local agencies, County, State and Federal assets during disaster situations.

FIRE SUMMARY**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2012-2013	2013-2014	2013-2014	2014-2015
Personnel Services	\$ 1,769,423	\$ 1,860,702	\$ 1,860,702	\$ 1,919,329
Supplies	67,130	75,761	75,761	75,761
Contractual Services	180,826	174,752	174,752	175,629
Capital Outlay	100,405	190,480	190,480	60,700
TOTAL Department Budget	\$ 2,117,784	\$ 2,301,695	\$ 2,301,695	\$ 2,231,419

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2011-2012	2012-2013	2013-2014	2014-2015
Fire Chief	1.00	1.00	1.00	1.00
Assistant Fire Chief	1.00	1.00	1.00	1.00
Captain	3.00	3.00	3.00	3.00
Lieutenant	0.00	0.00	3.00	3.00
Deputy Fire Marshal	1.00	1.00	1.00	1.00
Engineer	7.00	7.00	7.00	7.00
Firefighter	14.00	13.00	10.00	10.00
Secretary	0.50	0.50	0.50	0.50
TOTAL	27.50	26.50	26.50	26.50

DIVISION DESCRIPTION AND MISSION

The Administration Division is divided into two functional sections, Administrative Section and Emergency Management Section.

The mission of the Administration section is to manage the City's multifaceted all-risk emergency services including fire suppression, investigation and prevention, emergency management, rescue, hazardous materials, weapons of mass destruction and emergency medical services. The administration of the Fire Department works with the City Manager to establish levels of service, propose new programs or improvements and formulate budget requests.

The mission of the City's Emergency Management Program provides action plans for City emergencies, maintains the Emergency Operations Center (EOC) and other preparedness facilities, maintains emergency warning equipment, and governs overall disaster responses and mitigation capabilities for the City.

The Fire Chief and Assistant Fire Chief are multi-role trained to respond to "all risks" and maintain certifications in structural fire fighting, Emergency Medical Services, various types of technical rescue, hazardous materials/WMD, and arson investigation. The Fire Chief maintains certification as a police officer and the Assistant Fire Chief maintains credentials in emergency management. The Fire Chief and Assistant Chief work 8-hour days, five days/week and are subject to recall during emergencies. In addition to the Chief and Assistant Chief, the Administration Division has a part-time administrative assistant.

PROGRAM NARRATIVE**Accomplishments for FY 2013-2014:**

- ★ Transferred to paperless system.
- ★ Ensured that the fire department maintained high quality service and provided excellent customer service.
- ★ Worked with city staff to identify needs for fire station expansion or relocation.
- ★ Installed new flood warning sensors at Zarzamora and Huebner creeks.
- ★ Awarded Firewise Communities USA designation by the National Fire Protection Association.
- ★ Effectively began using social media to improve communications and improve information flow to residents.

Objectives for FY 2014-2015:

- ★ Apply for various grants to increase revenue sources and address equipment and staffing needs.
- ★ Continue to update Standard Operating Guidelines.
- ★ Ensure that the department maintains high quality services and provides excellent customer service. Develop QA/QI program.
- ★ Update Emergency Management Annexes, specifically to match new fire station, and city complex.
- ★ Update and maintain telephone and contact list.
- ★ Seek additional firefighting training opportunities with mutual aid departments, to include live burn evolutions.
- ★ Maintains the City's preparedness and response capabilities for disasters through effective response exercises, conduct at least one tabletop and one full scale exercise.

FIRE ADMINISTRATION**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2012-2013	2013-2014	2013-2014	2014-2015
Personnel Services	\$ 159,658	\$ 216,827	\$ 216,827	\$ 224,354
Supplies	5,241	4,914	4,914	4,914
Contractual Services	35,326	35,346	35,346	36,223
Capital Outlay	20,410	-	-	51,300
TOTAL Department Budget	\$ 220,635	\$ 257,087	\$ 257,087	\$ 316,791

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2011-2012	2012-2013	2013-2014	2014-2015
Fire Chief	1.00	1.00	1.00	1.00
Assistant Fire Chief	1.00	1.00	1.00	1.00
Secretary	0.50	0.50	0.50	0.50
TOTAL	2.50	2.50	2.50	2.50

DIVISION DESCRIPTION AND MISSION

The Operations Division is divided into two functional sections, Operations Section and Fire Prevention Section.

The mission of the Operations section is to provide fire and other emergency services at acceptable levels of customer service and cost. Personnel provide this protection on a day-to-day basis through proper and quality training and by maintaining both themselves and their equipment in a state of readiness. Services provided include fire suppression, vehicle rescue, technical rescue, swift water rescues, hazardous materials response and Weapons of Mass Destruction response.

The mission of the Fire Prevention section is to administer the City's fire and life safety awareness and enforcement programs through proper community awareness, fire and life safety inspections and investigations.

The Operations section staff includes twenty-four uniformed personnel which are divided into three shifts of eight personnel. Shift personnel work 24 hours and then are off duty for 48 hours. During their off-duty time, personnel are subject to emergency recall. The operations staff is trained for multi roles to respond to "all risks" and maintain certifications in structural fire fighting, Emergency Medical Services, various types of technical rescue and hazardous materials/WMD.

The Fire Prevention section staff consists of one full-time uniformed person that works 8-hour days, five days/week.

The Deputy Fire Marshal is subject to recall during emergencies. The Deputy Fire Marshal is trained for multiple roles to respond to "all risks" and maintains certifications in structural fire fighting, Emergency Medical Services, Peace Officer, Fire Investigation and Building Codes & Inspections as well as various types of technical rescues and hazardous materials/WMD.

PROGRAM NARRATIVE**Accomplishments for FY 2013-2014:**

- ★ Maintained high quality services and excellent customer service.
- ★ Maintained an average response time under 5 minutes.
- ★ Maintained a high level of preparedness through the establishment of a new firefighting training program.
- ★ Implemented new firefighting and EMS training program.
- ★ Maintained quality and quantity of inspections.
- ★ Maintained excellence in fire prevention program through education of children at three elementary schools and seven daycare centers.
- ★ Provided excellent customer service to businesses, contractors and residents.
- ★ Improved morale through refocus on training, team-building, improved communication, and re-prioritization of resources that effectively communicate the goals of the department to the staff.

Objectives for FY 2014-2015:

- ★ Maintain high level of preparedness through training
- ★ Implement mutual aid training program
- ★ Conduct live fire training evolution
- ★ Implement Field Training Officer program
- ★ Maintain quality and quantity of inspections
- ★ Provide excellent customer service to businesses and residents.

FIRE OPERATIONS***GENERAL FUND***

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2012-2013	2013-2014	2013-2014	2014-2015
Personnel Services	\$ 1,609,765	\$ 1,643,875	\$ 1,643,875	\$ 1,694,975
Supplies	23,144	31,237	31,237	31,237
Contractual Services	75,838	70,830	70,830	70,830
Capital Outlay	49,148	190,480	190,480	9,400
TOTAL Department Budget	\$ 1,757,895	\$ 1,936,422	\$ 1,936,422	\$ 1,806,442

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2011-2012	2012-2013	2013-2014	2014-2015
Captain	3.00	3.00	3.00	3.00
Lieutenant	0.00	0.00	3.00	3.00
Deputy Fire Marshal	1.00	1.00	1.00	1.00
Engineer	7.00	7.00	7.00	7.00
Firefighter	14.00	13.00	10.00	10.00
TOTAL	25.00	24.00	24.00	24.00

DIVISION DESCRIPTION AND MISSION

To provide a Fire Department-based full-service Emergency Medical Service with Advanced Life Support capabilities. Strive to maintain superior services at reasonable costs with quality patient care as our number one goal.

The Emergency Medical Services staff is the same staff utilized and assigned in the Operations Division. All of the staff are trained Emergency Medical Technicians, and most are trained to the Paramedic level. Paramedics receive training in Advanced Cardiac Life Support (ACLS), Basic Trauma Life Support (BTLS), Pediatric Pre-hospital Provider Course (PPPC) and other EMS specialty classes.

PROGRAM NARRATIVE**Accomplishments for FY 2013-2014:**

- ★ Maintained high quality patient care.
- ★ Revised medical protocols and Standard Operating Guidelines.
- ★ Maintained quality training, through continuing education and monthly skills testing.
- ★ Received trauma grant to enhance EMS equipment.
- ★ Obtained Advanced Cardiac Life Support training for staff.

Objectives for FY 2014-2015:

- ★ Maintain high quality patient care in a professional, compassionate manner.
- ★ Revise medical protocols and Standard Operating Guidelines as necessary.
- ★ Maintain average response time under four minutes.
- ★ Establish a QA/QI program.

EMERGENCY MEDICAL SERVICE**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2012-2013	2013-2014	2013-2014	2014-2015
Personnel Services	\$ -	\$ -	\$ -	\$ -
Supplies	38,745	39,610	39,610	39,610
Contractual Services	69,662	68,576	68,576	68,576
Capital Outlay	30,847	-	-	-
TOTAL Department Budget	\$ 139,254	\$ 108,186	\$ 108,186	\$ 108,186

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2011-2012	2012-2013	2013-2014	2014-2015
	*	*	*	*
TOTAL	*	*	*	*

FOOTNOTE: * - Assigned to Operations

DIVISION DESCRIPTION AND MISSION

The mission of this department is to construct, operate, maintain and repair the City's infrastructure including streets, sidewalks, curbs, drains, right-of-ways, traffic control systems and signage, marquees, buildings and other facilities and to provide support services to other City departments and to the public. Included is the operation of environmental activities such as solid waste disposal, used oil recycling, drought management, right-of-way mowing, street sweeping and mosquito control. Also included is supervision of franchised utilities, telecommunication companies and developer construction of public infrastructure.

This department provides personnel and support facilities for activities such as subdivision and building plan review, code enforcement lot cleaning (or fence maintenance), janitorial services, vehicle maintenance, traffic counts and special activities (Christmas, Earthwise Living, Community Center, Fourth of July, etc.). This department also administers TxDOT projects.

PROGRAM NARRATIVE**Accomplishments for FY 2013-2014:**

- ★ Completed FY 2014 Budget.
- ★ Continued to monitored EPA Plume Project and well testing.
- ★ Conducted semiannual Spring and Fall trash and large item pickup.
- ★ Repaired/replaced various street signs through the city.
- ★ Cleared debris, mowed grass, trimmed and maintained all city buildings, parks, creeks, drainage ditches and right of ways.
- ★ Assisted Community Development, Police and Fire Department as needed.
- ★ Continued energy savings program, lights, filters, water, reseal windows, etc.
- ★ Purchased lots along Huebner Creek for future erosion abatement project.
- ★ Repaired and maintained streets and sidewalks throughout City.
- ★ Constructed water and sewer utilities to new Fire Station.
- ★ Continued high visibility sign replacement program.
- ★ Replaced street name signs with logo name signs.
- ★ Completed quarterly street sweeping program.
- ★ Rehabilitated Raymond Rimkus Park.
- ★ Provided support for City events.
- ★ Created detention pond and new Silo Park at Huebner water well site.
- ★ Removed fallen trees, trim overgrown for emergency vehicle clearance.
- ★ Replaced vegetation that died during drought.
- ★ Re-landscaped and installed asphalt and curbing in new Children's Wing area of library.
- ★ Responded to various service requests from residents or City.
- ★ Purchased new Public Works software with on-line citizen complaint module.
- ★ Submitted revised Stormwater Management Plan for MS4 permitting.
- ★ Constructed 2,000' of 8" water main in order to loop into the existing water system.

- ★ Added five additional fire hydrants to the water system using storz connections to provide quicker access for the Fire Department.
- ★ Completed three drainage improvement projects.

Objectives for FY 2014-2015:

- ★ Continue to monitor EPA plume and well testing.
- ★ Conduct semiannual Spring and Fall trash and large item pickup.
- ★ Repair/replace various street signs through the City.
- ★ Continue clearing debris, mowing grass, trimming and maintaining all city buildings, parks, creeks, drainage ditches and right of ways.
- ★ Assist Community Development, Police and Fire Departments as needed.
- ★ Prepare plan for repair of erosion damage along Huebner Creek and low water crossings.
- ★ Continue to provide support for new Fire Station and Municipal facilities construction.
- ★ Provide support for the Hike & Bike Trail.
- ★ Street maintenance using sales tax revenue funds throughout City.
- ★ Repair and maintain curbs and sidewalks.
- ★ Continue the high visibility sign replacement program.
- ★ Continue the quarterly street sweeping program.
- ★ Repair and maintain park equipment and amenities.
- ★ Provide support for City events.
- ★ Remove fallen trees, trim overgrown for emergency vehicle clearance.
- ★ Plan for vegetation replacement of plants lost to forecasted drought.
- ★ Continue supervision of telecommunications contractors.
- ★ Complete capital purchases.
- ★ Support El Verde 2020.
- ★ Support Tree Program.
- ★ Continue EPA required energy audit with necessary upgrades to achieve compliance for 5% Energy Savings. Submit annual report.
- ★ Assure the continued maintenance programs for all city property.
- ★ Continue support and assistance to other departments.
- ★ Continue pothole repair program throughout city.
- ★ Support Bexar County with Huebner Creek project.
- ★ Open pool for Summer use.
- ★ Purchase remaining properties adjacent to Huebner Creek along Poss Road for future erosion abatement program.
- ★ Continue to review, update and monitor Stormwater Management Plan for MS4 permit.

PUBLIC WORKS**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2012-2013	2013-2014	2013-2014	2014-2015
Personnel Services	\$ 648,003	\$ 671,134	\$ 671,134	\$ 742,935
Supplies	106,525	147,000	147,000	145,500
Contractual Services	206,654	229,650	229,650	269,215
Capital Outlay	32,390	130,000	130,000	20,000
TOTAL Department Budget	\$ 993,572	\$ 1,177,784	\$ 1,177,784	\$ 1,177,650

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2011-2012	2012-2013	2013-2014	2014-2015
Director of Public Works	0.40	0.40	0.40	0.40
Projects Coordinator	0.00	0.00	0.40	0.00
Assistant Director	0.40	0.40	0.00	0.40
Administrative Assistant	0.40	0.40	0.40	0.40
Building Operations Foreman	1.00	0.90	0.90	0.90
Construction Foreman	0.77	0.50	0.50	0.50
Shop Foreman	1.00	0.80	0.80	0.80
Crew Leader	2.77	2.30	2.30	2.30
Laborer IV	2.31	1.50	1.50	1.50
Laborer III	3.00	3.70	2.70	2.70
Mechanic	1.00	0.80	0.80	0.80
Laborer I	1.00	0.90	0.90	0.90
TOTAL	14.05	12.60	11.60	11.60

DEPARTMENT DESCRIPTION AND MISSION

To promote and foster a wholesome, active, community environment and to protect the health, safety and welfare of citizens in a proactive and neighborhood based formula, through public education and positive behavior reinforcement.

The Community Development Department is a multi-faceted team tasked with the responsibilities of flood plain management, zoning, planning and subdivision administration, building inspections, health inspections, public events/workshops and public information. The team is committed to providing a wholesome, active, community environment in Leon Valley. The public health, safety and welfare of Leon Valley will be advanced in a proactive neighborhood-based initiative through public education and positive behavior reinforcement.

PROGRAM NARRATIVE**Accomplishments for FY 2013-2014:**

- ★ Facilitated installation of Monuments and Landscaping on Bandera Road.
- ★ Implemented online Building Permitting and Payment services.
- ★ Continued bi-monthly publication of the Lion's Roar newsletter with inquiry into upgrade in the newsletter and production services.
- ★ Reviewed records management schedule and document permit and inspection records and had them shredded.
- ★ Amended the Zoning Ordinance to include regulations for Non-Chartered Financial Institutions.
- ★ Reviewed and issued permitting for the new municipal facilities, phase 1 - Fire Station).
- ★ Completed Annual licensing and registration mail-outs.

Objectives for FY 2014-2015:

- ★ Complete revisions to the 2013 Master Plan document including demographic, statistical and map updates and commercial and residential area updates.
- ★ Increase the Certificate of Occupancy fee to be competitive with surrounding cities.
- ★ Collaborate with the City Attorney's Office to create additional regulations for Boarding Homes and off-street parking in residential districts.
- ★ Complete annual Customer Service Survey.
- ★ Complete annual licensing and registration mail-outs.

COMMUNITY DEVELOPMENT***GENERAL FUND***

- ★ Review records management schedule and document permit and inspection records that are to be terminated/shredded.
- ★ Maintain Building Department, assigned Boards and Commissions and customer service standards.

COMMUNITY DEVELOPMENT**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2012-2013	2013-2014	2013-2014	2014-2015
Personnel Services	\$ 148,691	\$ 105,249	\$ 105,249	\$ 110,882
Supplies	8,455	5,400	5,400	5,400
Contractual Services	130,012	94,626	94,626	96,378
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 287,158	\$ 205,275	\$ 205,275	\$ 212,660

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2011-2012	2012-2013	2013-2014	2014-2015
Development Director	1.00	0.80	0.80	0.80
Administrative Assistant	1.00	0.80	0.80	0.80
TOTAL	2.00	1.60	1.60	1.60

DEPARTMENT DESCRIPTION AND MISSION

The Economic Development Department (EDD) serves as the City of Leon Valley's business arm. EDD focuses on four areas of activity: 1) promote the development and expansion of new and existing business enterprises within Leon Valley; 2) provide staff support for the Leon Valley Economic Development Corporation (LVEDC); 3) serve as the City liaison with the Leon Valley business community; and 4) develop and coordinate partnerships with various government agencies and business groups to develop and retain local businesses.

The mission of the Economic Development Department is to facilitate economic development activities that assist in developing and sustaining businesses to create a strong local economy, in an effort to provide a better quality of life for the citizens of Leon Valley; as well as focusing on redevelopment to enhance the community, revitalize the Bandera Road corridor, and increase sales tax revenue.

PROGRAM NARRATIVE**Accomplishments for FY 2013-2014:**

- ★ Supported the Branding Subcommittee and coordinated activities with consultants that resulted in the development of a new logo for Leon Valley.
- ★ Supported the Branding Subcommittee and coordinated activities with consultants to revitalize the City seal.
- ★ Attended ICSC Texas in Dallas.
- ★ Generated interest from three (3) retailers for location in Leon Valley.
- ★ Facilitated and implemented the development of the LVEDC Façade and Signage. Program for local sales tax generating businesses and property owners with sales tax generating tenants.
- ★ Provided staff support to the LVEDC and their activities to develop an Economic Development Retail Plan for Leon Valley.
- ★ Coordinated Leon Valley Fiesta Medals project.
- ★ Facilitated development of a small business incubator concept for the Kinman House.
- ★ Completed list of home-based businesses in Leon Valley.
- ★ Completed development of a welcome package for new businesses.
- ★ Continued promoting working theme for economic development activity – Leon Valley is Open for Business.
- ★ Continued column to promote economic development initiatives in The Lion's Roar.
- ★ Provided information on the LVEDC to various local and non-local businesses.
- ★ Continued development of professional relationships with area businesses.
- ★ Continued to develop partnership with Leon Valley Area Chamber of Commerce.
- ★ Continued regular dialogue with Mayor, LVEDC President and City Manager.
- ★ Continued quarterly meetings between City Council and LVEDC Board of Directors.

- ★ Facilitated updates and revisions to the LVEDC Policies and Guidelines for Funding and application form.
- ★ Continued dialogue with Fiesta Dodge property owners and property managers regarding possible development project leads for property.

Objectives for FY 2014-2015:

- ★ Support and assist City Manager with strategies to accomplish the City's overall 2015 objectives.
- ★ Expand, retain and attract businesses to Leon Valley.
- ★ Continue to facilitate LVEDC activities including the development and implementation of a strategic plan for economic development for Leon Valley.
- ★ Continue to facilitate beautification activities for Bandera Road corridor.
- ★ Develop and maintain contacts from the International Council of Shopping Centers (ICSC) RECon.
- ★ Continue building relationships and partnerships with national, state, and local groups to assist the Leon Valley business community.
- ★ Develop economic development program and incentive guidelines/policy for Leon Valley.
- ★ Continue to facilitate update of community and retail profiles for Leon Valley.
- ★ Work with the LVEDC to develop a website and post updated profiles, reports, and lists of businesses and vacant commercial properties.
- ★ Continue to facilitate branding activities for City.
- ★ Continue to promote economic development initiatives to community.

ECONOMIC DEVELOPMENT**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2012-2013	2013-2014	2013-2014	2014-2015
Personnel Services	\$ 111,762	\$ 119,916	\$ 119,916	\$ 127,082
Supplies	1,493	2,720	2,720	4,700
Contractual Services	9,081	14,403	14,403	13,993
Capital Outlay	-	24,049	24,049	-
TOTAL Department Budget	\$ 122,336	\$ 161,088	\$ 161,088	\$ 145,775

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2011-2012	2012-2013	2013-2014	2014-2015
Development Director	0.81	1.00	1.00	1.00
Administrative Assistant	0.84	1.00	1.00	1.00
TOTAL	1.65	2.00	2.00	2.00

DEPARTMENT DESCRIPTION AND MISSION

The City's sponsors several special events in collaboration with the City's Community Events Committee. The following are programmed City events, July 4th Celebration, Los Leones Art Festival, Holiday Tree Lighting Ceremony, Beethoven Concert, Grandparents' Day Concert, Earthwise Living Day, Pet Parade and Bi-Annual Rabies Vaccination Clinics.

The mission of the Special Event program is to provide a sense of community, recreation and entertainment to enhance the quality of life of the Leon Valley citizenry, and to promote tourism of the City.

PROGRAM NARRATIVE

Accomplishments for FY 2013-2014:

- ★ Expanded the July 4th Parade and Festivities for all day activities and fireworks to end the evening.
- ★ Planned and prepared for the 1st Annual Leon Valley Jazz Festival.
- ★ Hosted the 5th Annual Arbor Day with first-time 5K Walk/Run.
- ★ The EWL Committee held a successful Earthwise Living Day featuring *Vocal Trash* and various booths with local "green" partners and programs.
- ★ Maintained successful partnership with NISD for Los Leones Art Event.
- ★ All events facilitated for positive effect on community building and City identity with the goal of creating a *sense of place* and celebrating the community's strengths and accomplishments.

Objectives for FY 2014-2015:

- ★ Explore alternatives for an Easter related activity.
- ★ Plan and execute the next the July 4th Parade, Festivities and Fireworks.
- ★ Plan and execute 2nd Annual Leon Valley Jazz Festival.
- ★ Host the 6th Annual Arbor Day and 5K Walk/Run.
- ★ Continue partnerships (i.e. EWL, NISD) for successful events, concerts and similar activities.
- ★ Evaluate continuation of the Pet Parade - attendance has dwindled.

SPECIAL EVENTS**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2012-2013	2013-2014	2013-2014	2014-2015
Personnel Services	\$ -	\$ -	\$ -	\$ 12,118
Supplies	10,899	13,000	13,000	50,450
Contractual Services	-	-	-	35,000
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 10,899	\$ 13,000	\$ 13,000	\$ 97,568

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2011-2012	2012-2013	2013-2014	2014-2015
	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00

DEPARTMENT DESCRIPTION AND MISSION

The Parks Department provides for operating, constructing and maintaining the City's park facilities. The mission of the Parks Department is to maintain these facilities in good condition, creating a clean and safe park environment. This department works with the reservation clerk for rentals in the park, makes deposits refund inspections, arranges for deposit refunds, and coordinates with the park commission and large users such as John Marshall High School.

PROGRAM NARRATIVE**Accomplishments for FY 2013-2014:**

- ★ Replaced soccer goal netting and repainted posts.
- ★ Resurfaced tennis and basketball courts, to include enlargement of one court.
- ★ Repainted restrooms, installed new water fountains, and removed graffiti.
- ★ Mowed and maintained Community Garden area.
- ★ Removed trash and debris on weekly basis.
- ★ Repaired leaks on sprinkler system, hose bibs, protect pipes from freeze.
- ★ Powerwashed and maintained play ground area and restored fluff fall zone material.
- ★ Resurfaced walking trail.
- ★ Provided flood debris cleanup.
- ★ Removed approximately 25 dead trees.
- ★ Planted a majority of restoration trees.
- ★ Replaced vegetation as needed.
- ★ Replaced and repainted picnic tables throughout and replaced several BBQ pits.
- ★ Maintained swimming pool, repaired gate fence and removed graffiti.
- ★ Installed new concrete slabs in several picnic areas.
- ★ Installed sun covers for benches in playground area.
- ★ Installed new playground equipment.
- ★ Replaced and installed new signage.
- ★ Provided support and assistance with new hike & bike trail.
- ★ Created new Silo Park off Huebner Road.
- ★ Provided benches and trash cans for Triangle Park.

Objectives for FY 2014-2015:

- ★ Replacement of BBQ pits as needed.
- ★ Control erosion by the parking lot drive.
- ★ Mow grass, creeks and trim trees.
- ★ Repair sidewalks and walkways.
- ★ Maintain walking path system.
- ★ Continue to support City events.
- ★ Restore grass in bare spots.
- ★ Plant trees for Green project.

PARKS AND RECREATION**GENERAL FUND**

- ☆ Control erosion at Huebner Creek below low water crossing.
- ☆ Provide support and assistance for new Hike & Bike Trail.
- ☆ Clean out the 2.3 purchased acres for additional park space.
- ☆ Create park at Shadow Mist parkland property.
- ☆ Provide exercise area behind Community Center for senior fitness.

PARKS AND RECREATION**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2012-2013	2013-2014	2013-2014	2014-2015
Personnel Services	\$ 57,002	\$ 83,766	\$ 83,766	\$ 88,146
Supplies	17,519	15,000	15,000	15,000
Contractual Services	12,281	14,500	14,500	60,590
Capital Outlay	-	100,000	100,000	20,000
TOTAL Department Budget	\$ 86,802	\$ 213,266	\$ 213,266	\$ 183,736

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2011-2012	2012-2013	2013-2014	2014-2015
Laborer III	1.50	1.50	1.50	1.50
TOTAL	1.50	1.50	1.50	1.50

DEPARTMENT DESCRIPTION AND MISSION

This department provides Public Library services for all ages in the community. Personalized service to the resident is a primary goal. Lifelong learning with an emphasis on technology as an information tool is a major function of the Library. It is our continued mission to encourage and promote cultural and community sustaining events.

PROGRAM NARRATIVE**Accomplishments for FY 2013-2014:**

- ★ Continued personal and specialized customer service to residents of all ages.
- ★ Offered author and storyteller visits and programming featuring "Live at the Library" performances for the education and entertainment of residents of all ages.
- ★ Successfully assisted Friends of the Library with Children's Wing Expansion and furnishings grants.
- ★ Opened and introduced the new Children's Wing and remodeled Main Library to the community with celebrations and specialized programs.
- ★ Improved Library web presence with new services, databases and easier use.
- ★ Evaluated collection items with past usage and current space constraints as a focus.
- ★ Supported El Verde 2020 and sustainable living as a collection and information focus to the community.
- ★ Expanded e-book services to the community through the most affordable means.
- ★ Continued support of Precious Minds New Connections Parenting Grant classes in partnership with Northside Education Foundation and Urban Ministries.
- ★ Continued participation in civic and community sustaining events, for example: Leon Valley Fourth of July, Pet Parade, Earthwise Living Day, Arbor Day and Breakfast with Santa.
- ★ Assisted the Friends of the Library with grant funded opportunities for improved Library services.

Objectives for FY 2014-2015:

- ★ Continue to offer personal and specialized customer service to residents of all ages.
- ★ Offer author, artist, musician and storyteller visits featuring "Live at the Library" performances for the education and entertainment of residents of all ages.
- ★ Expand children's services to take full advantage of the space in the lovely new Children's Wing.
- ★ Expand Young Adult collection and services for teens in the community.

LIBRARY**GENERAL FUND**

- ★ Continue collection evaluation with past usage and current space constraints as a focus.
- ★ Support El Verde 2020 as a collection and information focus for residents.
- ★ Expand e-book services as a priority through the Library Online Catalog and web page.
- ★ Maintain City of Leon Valley and EPA Superfund Information area for after business hours usage by resident.
- ★ Apply for any available program / collection enrichment grants as may be available through public or private sources.
- ★ Continue the very successful Precious Minds, New Connections Parenting Grant classes in partnership with Northside Education Foundation and Urban Ministries.
- ★ Continue participation and support of community sustaining and cultural events, for example, Leon Valley Fourth of July Parade, Pet Parade, City and Homestead Anniversary celebrations, Breakfast with Santa and others as may occur.
- ★ Maintain Stat Pad defibrillator certifications. Continue work on Emergency Management certifications.
- ★ Assist the Friends of the Library with grant funded opportunities for improved Library Services and facilities.

LIBRARY**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2012-2013	2013-2014	2013-2014	2014-2015
Personnel Services	\$ 202,007	\$ 204,591	\$ 204,591	\$ 268,630
Supplies	14,833	23,675	23,675	24,314
Contractual Services	30,688	38,933	38,933	46,249
Capital Outlay	575,628	20,000	20,000	20,000
TOTAL Department Budget	\$ 823,156	\$ 287,199	\$ 287,199	\$ 359,193

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2011-2012	2012-2013	2013-2014	2014-2015
Librarian	1.00	1.00	1.00	1.00
Assistant Librarian	0.00	0.00	0.00	1.00
Library Technician	1.00	1.00	1.00	1.00
Library Clerk	1.40	1.40	1.40	1.50
Summer Hires	0.10	0.10	0.10	0.10
TOTAL	3.50	3.50	3.50	4.60

WATER AND SEWER FUND

FUND DESCRIPTION

The Enterprise Fund's function is to account for the operation of the City's Water and Sewer System. Water and sewer operations are intended to be self-supporting through user charges. The fund has four departments: General Administration, Water System, Sewer System and Storm Water.

WATER AND SEWER FUND
INCOME STATEMENT AND CHANGES IN WORKING CAPITAL

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2012-2013	2013-2014	2013-2014	2014-2015
OPERATING REVENUES				
Water Sales	\$ 945,896	\$ 976,000	\$ 976,000	\$ 1,070,000
Water Supply Fee	134,628	140,000	140,000	140,000
Sewer Sales	1,766,682	1,647,000	1,647,000	1,880,369
Connection & Platting	675	2,500	2,500	2,500
Customer Penalties	48,192	43,300	43,300	43,300
Tapping Fees	13,313	16,000	16,000	16,000
Storm Water Fees	381,623	384,000	384,000	384,000
TOTAL OPERATING REVENUES	3,291,009	3,208,800	3,208,800	3,536,169
OPERATING EXPENSES				
General & Administrative	569,584	662,323	662,323	717,963
Water System	895,140	890,283	890,283	949,382
Sewer System	1,428,467	1,265,754	1,265,754	1,449,990
Storm Water	218,699	381,581	381,581	341,574
Depreciation	170,884	-	-	-
TOTAL OPERATING EXPENSES	3,282,774	3,199,941	3,199,941	3,458,909
NET OPERATING INCOME (LOSS)	8,235	8,859	8,859	77,260
NON-OPERATING REVENUES (EXPENSES)				
Interest Income and Other	28,910	48,800	101,000	46,000
Water Supply Reserve	-	260,000	260,000	160,000
Non-operating Transfer Out	-	(20,000)	(20,000)	(70,000)
TOTAL NON-OPERATING REVENUES (EXPENSES)	28,910	288,800	341,000	136,000
NET INCOME (LOSS) (Excluding Depreciation)	37,145	297,659	349,859	213,260
CHANGES IN WORKING CAPITAL				
NET INCOME (LOSS)	37,145	297,659	349,859	213,260
SOURCES (USES) OF WORKING CAPITAL				
Additions to Fixed Assets	-	(380,000)	(380,000)	(630,799)
TOTAL SOURCES (USES) OF WORKING CAPITAL	-	(380,000)	(380,000)	(630,799)
NET INCREASE (DECREASE) IN WORKING CAPITAL	37,145	(82,341)	(30,141)	(417,539)
BEGINNING FUND BALANCE	1,442,613	1,479,758	1,479,758	1,449,617
ENDING FUND BALANCE	\$1,479,758	\$1,397,417	\$1,449,617	\$1,032,078

**WATER AND SEWER FUND
SCHEDULE OF OPERATING REVENUES BY SOURCE**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2012-2013	2013-2014	2013-2014	2014-2015
OPERATING REVENUES				
Water Sales				
Metered Water	\$ 833,367	\$ 875,000	\$ 875,000	\$ 875,000
Edwards Aquifer Fee	111,960	100,000	100,000	194,000
Bulk Water	569	1,000	1,000	1,000
Water Supply Fee	134,628	140,000	140,000	140,000
Total Water Sales	1,080,524	1,116,000	1,116,000	1,210,000
Sewer Sales				
City Service (SAWS)	1,755,986	1,635,000	1,635,000	1,868,369
City Surcharge	10,696	12,000	12,000	12,000
Total Sewer Sales	1,766,682	1,647,000	1,647,000	1,880,369
Storm Water				
Storm Water Fees	273,172	276,000	276,000	276,000
Storm Water Fee-SAWS Billing	108,451	108,000	108,000	108,000
Total Storm Water Fees	381,623	384,000	384,000	384,000
Connection Fees				
Connection Fees	675	2,500	2,500	2,500
Total Connection Fees	675	2,500	2,500	2,500
Customer Fees				
Customer Penalties	36,699	32,800	32,800	32,800
Customer Disconnection Fees	7,860	6,500	6,500	6,500
Storm Water Penalties	3,633	4,000	4,000	4,000
Total Customer Fees	48,192	43,300	43,300	43,300
Tapping Fees				
Water Tap Fees	13,313	15,000	15,000	15,000
Sewer Tap Fees	-	1,000	1,000	1,000
Total Tapping Fees	13,313	16,000	16,000	16,000
TOTAL OPERATING REVENUES	\$ 3,291,009	\$ 3,208,800	\$ 3,208,800	\$ 3,536,169

WATER AND SEWER FUND
SCHEDULE OF NON-OPERATING REVENUES (EXPENSES)

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2012-2013	2013-2014	2013-2014	2014-2015
Non-Operating Revenues				
Interest Income	\$ 2,579	\$ 3,800	\$ 1,000	\$ 1,000
Impact Fees	20,417	10,000	10,000	10,000
Miscellaneous Income	5,914	35,000	90,000	35,000
Sprint Tower Lease	-	-	-	-
Total Non-Operating Revenues	28,910	48,800	101,000	46,000
Non-Operating Expenses				
Transfer out	-	(20,000)	(20,000)	(70,000)
Total Non-Operating Expenses	-	(20,000)	(20,000)	(70,000)
TOTAL NON-OPERATING REVENUES (EXPENSES)	\$ 28,910	\$ 28,800	\$ 81,000	\$ (24,000)

**WATER AND SEWER FUND
SCHEDULE OF SOURCES (USES) OF WORKING CAPITAL
AND DEPRECIATION**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2012-2013	2013-2014	2013-2014	2014-2015
Additions to Fixed Assets				
General & Administrative	-	-	-	-
Water System	-	380,000	380,000	630,799
Sewer System	-	-	-	-
Storm Water	-	-	-	-
Total Additions to Fixed Assets	\$ -	\$ 380,000	\$ 380,000	\$ 630,799

WATER AND SEWER FUND
SCHEDULE OF OPERATING EXPENSES BY COST CATEGORY

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2012-2013	2013-2014	2013-2014	2014-2015
Personnel Services	\$ 1,123,899	\$ 1,197,095	\$ 1,197,095	\$ 1,222,418
Supplies	93,279	139,501	139,501	136,950
Contractual Services	1,894,712	1,863,345	1,863,345	2,099,541
TOTAL EXPENDITURES	\$ 3,111,890	\$ 3,199,941	\$ 3,199,941	\$ 3,458,909

DEPARTMENT DESCRIPTION AND MISSION

The Administrative Department provides upper management and administration to water and sewer system operations, provides policy guidance and procedures for distributing potable water to the City's water customers in accordance with requirements of the State and other regulatory agencies, and provides direction for operations and maintenance of City wide sanitary sewer collection system.

GENERAL AND ADMINISTRATIVE**WATER AND SEWER FUND**

EXPENSES	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATED 2013-2014	BUDGET 2014-2015
Personnel Services	\$ 494,961	\$ 540,221	\$ 540,221	\$ 596,861
Supplies	13,973	33,750	33,750	33,750
Contractual Services	60,650	88,352	88,352	87,352
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 569,584	\$ 662,323	\$ 662,323	\$ 717,963

STAFFING	BUDGET 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	BUDGET 2014-2015
Director of Public Works	0.50	0.50	0.50	0.50
Project Coordinator	0.00	0.00	0.50	0.00
Assist. Director of Public Wks	0.50	0.50	0.00	0.50
Administrative Assistant	0.50	0.50	0.50	0.50
City Manager	0.40	0.45	0.45	0.45
City Secretary	0.40	0.50	0.50	0.50
Human Resource Director	0.40	0.45	0.45	0.45
Finance Director	0.40	0.45	0.45	0.45
Assistant Finance Director	0.40	0.45	0.45	0.45
Purchasing Agent	0.40	0.45	0.45	0.45
Account Payable/Payroll Clerk	0.40	0.45	0.45	0.45
Senior Court Clerk	0.40	0.45	0.45	0.45
Assistant Court Clerk	0.40	0.45	0.45	0.45
Deputy Court Clerk	1.40	1.45	1.45	1.45
Administrative Assistant	0.40	0.50	0.50	0.50
Receptionist	0.00	0.00	0.50	0.50
IT Specialist	0.00	0.00	0.00	0.50
TOTAL	6.90	7.55	8.05	8.55

FOOTNOTE: @ - Capital outlay is reflected on the fund statement as a use of working capital rather than as an expense.

DEPARTMENT DESCRIPTION AND MISSION

This department provides 24 hour support for operations and maintenance of the Leon Valley public water supply and distribution system. The mission is to deliver adequate supplies of potable water to approximately 2,300 customers in accordance with Texas Commission on Environmental Quality (TCEQ) and State Fire Insurance Commission regulations. Included is the maintenance of records, reports and support for the water system, and support for the billing department in the reading of meters, customer turn on/off and new meter installations. Repair of the fire hydrants is coordinated with the Fire Department. The department looks for meters that are not registering properly and conducts a meter repair and replacement program. The department is also responsible for finding and correcting unaccounted for water loss. Leak detection and repair are ongoing functions. Personnel are also involved in Edwards Aquifer Authority (EAA) critical period management plan operations.

PROGRAM NARRATIVE**Accomplishments for FY 2013-2014:**

- ★ Replaced fire hydrants as needed.
- ★ Installed new meters to upgraded touch read meters under the meter replacement program.
- ★ Installed replacement water lines as needed.
- ★ Installed replacement curb stops.
- ★ Maintained the three elevated storage tanks.
- ★ Tested backflow protection device for Recycled Water System.
- ★ Maintained the Grass Hill and Huebner Chlorine control system.
- ★ Conducted annual TCEQ tank inspection.
- ★ Supported the EPA and the San Antonio Health District with proper water samples for analysis.
- ★ Repaired leaks under driveways, sidewalks, etc. and replaced materials as needed.
- ★ Installed blow offs on dead end mains and removed dead end mains as needed.
- ★ Looped water main lines to remove dead ends.
- ★ Scanned paper maps for permanent reference.

Objectives for FY 2014-2015:

- ★ Maintain the three elevated storage tanks.
- ★ Maintain above ground storage tanks.
- ★ Continue the water meter repair/replacement program.
- ★ Install looped water main lines to remove dead ends.

WATER SYSTEM**WATER AND SEWER FUND**

- ★ Replace fire hydrants as needed.
- ★ Install replacement meters to upgraded touch read meters for meter replacement program.
- ★ Install replacement water lines as needed.
- ★ Install replacement curb stops.
- ★ Test backflow protection device for Recycled Water System.
- ★ Maintain the Grass Hill and Huebner Chlorine control system.
- ★ Conduct annual TCEQ tank inspection.
- ★ Support EPA and San Antonio Health District with proper water samples for analysis.
- ★ Repair all leaks under driveways, sidewalks, etc. and replace materials as needed.
- ★ Install blow offs on dead end mains and replace dead end mains as needed.
- ★ Identify area of city to loop water main lines to remove dead ends.
- ★ Replace old water mains.
- ★ Loop water lines from Forest Meadow to Seneca.
- ★ Repair and replace identified problems in both water and sewer.

WATER SYSTEM**WATER AND SEWER FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2012-2013	2013-2014	2013-2014	2014-2015
Personnel Services	\$ 326,284	\$ 331,189	\$ 331,189	\$ 346,752
Supplies	74,520	82,500	82,500	77,500
Contractual Services	494,336	476,594	476,594	525,130
Capital Outlay	-	380,000	380,000	630,799
TOTAL Department Budget	\$ 895,140	\$ 1,270,283	\$ 1,270,283	\$ 1,580,181

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2011-2012	2012-2013	2013-2014	2014-2015
Water Foreman	0.80	0.80	0.80	0.80
Construction Foreman	0.08	0.20	0.20	0.20
Shop Foreman	0.00	0.20	0.20	0.20
Crew Leader	0.88	1.00	1.00	1.00
Utility Billings Clerk	0.78	0.78	0.78	0.78
Laborer IV	0.23	0.60	0.60	0.60
Mechanic	0.00	0.20	0.20	0.20
Utility Maintenance	1.60	1.60	1.60	1.60
TOTAL	4.36	5.38	5.38	5.38

DEPARTMENT DESCRIPTION AND MISSION

This department provides 24 hour personnel for operations and maintenance of the sanitary sewer collection system. Included in their responsibilities is the reconstruction of existing sewer mains and services, preparation of required reports, development of long range plans for system replacements, supervision of new construction by developers, support of Finance Department billing operations, clearance of sewer blockages, sewer main cleaning, and providing support of other utility operations.

PROGRAM NARRATIVE**Accomplishments for FY 2013-2014:**

- ★ Run sewer camera for video and sewer jet machine to clear lines.
- ★ Maintained sewer lines.
- ★ Conducted annual Sewer Program.
- ★ Assisted public with Sewer Locates.

Objectives for FY 2014-2015:

- ★ Televisive video of sewer mains; commercial and residential.
- ★ Run sewer camera for video and sewer jet machine to clear lines.
- ★ Maintain sewer lines, point repairs, line replacements and install clean outs.
- ★ Continue GPS mapping of sewer manholes.
- ★ Replace concrete sewer lines.

SEWER SYSTEM**WATER AND SEWER FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENSES	2012-2013	2013-2014	2013-2014	2014-2015
Personnel Services	\$ 114,991	\$ 127,604	\$ 127,604	\$ 133,811
Supplies	24	4,751	4,751	4,700
Contractual Services	1,313,452	1,133,399	1,133,399	1,311,479
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 1,428,467	\$ 1,265,754	\$ 1,265,754	\$ 1,449,990

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2011-2012	2012-2013	2013-2014	2014-2015
Water Foreman	0.20	0.20	0.20	0.20
Construction Foreman	0.08	0.20	0.20	0.20
Crew Leader	0.28	0.40	0.40	0.40
Laborer IV	0.23	0.60	0.60	0.60
Utility Billings Clerk	0.12	0.12	0.12	0.12
Utility Maintenance	0.40	0.40	0.40	0.40
TOTAL	1.30	1.92	1.92	1.92

FOOTNOTE: @ - Capital outlay is reflected on the fund statement as a use of working capital rather than as an expense.

DEPARTMENT DESCRIPTION AND MISSION

The goal of this program is to reduce the discharge of pollutants to the maximum extent practicable, to protect water quality, and to satisfy the appropriate requirements of the Texas Commission on Environmental Quality (TCEQ) Phase II program under the provisions of Section 402 of the Clean Water Act (CWA) and Chapter 26 of the Texas Water Code (TWC). The program also identifies Leon Valley's legal authority to implement the general permit.

This program describes the manner in which the permit will be administered and provides the basis for the city's development of a budget and fee collection system. The city's authority is explicitly stated in Chapter 30 of the Texas Administrative Code 205.5(a), and Section 26.040 of the Texas Water Code for the Texas Storm Water Discharges from Small MS4s – TCEQ Docket No. 2006-0428-WO TPDES General Permit To Discharge Under the Texas Pollutant Discharge Elimination System TXR040000.

PROGRAM NARRATIVE**Accomplishments for FY 2013-2014:**

- ★ Developed a mapping program system programming GPS coordinates.
- ★ Conducted four street sweepings of the City.
- ★ Identified construction activity for proper storm water runoff control.
- ★ Participate in educational activities, such as Earthwise Living Day.
- ★ Inspect existing septic systems to assure proper functioning.
- ★ Developed maintenance program for public parking areas.

Objectives for FY 2014-2015:

- ★ Continue de-silting program.
- ★ Inspect existing septic systems.
- ★ Implement maintenance program for public parking areas.
- ★ De-silt Zarzamora Creek.
- ★ Inspection Construction activity.
- ★ Conduct public education.
- ★ Continue maintenance of storm drains.
- ★ Conduct four street sweepings of the City.
- ★ Develop Storm Water programs.

STORM WATER**WATER AND SEWER FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENSES	2012-2013	2013-2014	2013-2014	2014-2015
Personnel Services	\$ 187,663	\$ 198,081	\$ 198,081	\$ 144,994
Supplies	4,762	18,500	18,500	21,000
Contractual Services	26,274	165,000	165,000	175,580
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 218,699	\$ 381,581	\$ 381,581	\$ 341,574

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2011-2012	2012-2013	2013-2014	2014-2015
City Manager	0.05	0.05	0.05	0.05
Human Resource Director	0.05	0.05	0.05	0.05
Finance Director	0.05	0.05	0.05	0.05
Assistant Finance Director	0.05	0.05	0.05	0.05
Purchasing Agent	0.05	0.05	0.05	0.05
Account Payable/Payroll Clerk	0.05	0.05	0.05	0.05
Deputy Court Clerk	0.05	0.05	0.05	0.05
Director of Public Works	0.10	0.10	0.10	0.10
Project Coordinator	0.00	0.00	0.10	0.00
Assist. Director of Public Wks	0.10	0.10	0.00	0.10
Administrative Assistant	0.10	0.10	0.10	0.10
Billing Clerk	0.10	0.10	0.10	0.10
Storm Water Clerk	1.00	1.00	1.00	0.00
Code Enforcement	0.08	0.10	0.10	0.10
Construction Foreman	0.08	0.10	0.10	0.10
Building Operation Foreman	0.08	0.10	0.10	0.10
Crew Leader	0.16	0.30	0.30	0.30
Laborer IV	0.24	0.30	0.30	0.30
Laborer III	0.40	0.60	0.60	0.60
Laborer I	0.08	0.10	0.10	0.10
TOTAL	2.87	3.35	3.35	2.35

FOOTNOTE: @ - Capital outlay is reflected on the fund statement as a use of working capital rather than as an expense.

GRANT FUND

FUND NARRATIVE

This fund is used to account for the expenditures of grant monies received for specific programs.

GRANT FUND
SUMMARY OF REVENUES AND EXPENDITURES

	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATED 2013-2014	BUDGET 2013-2014
BEGINNING FUND BALANCE	\$ 2,638	\$ -	\$ -	\$ -
REVENUES				
Grants	-		2,781	2,781
TOTAL REVENUES	-	-	2,781	2,781
TOTAL RESOURCES AVAILABLE	2,638	-	2,781	2,781
EXPENDITURES				
Personnel Services	-	-	-	-
Supplies	-	-	-	-
Contractual Services	2,638	2,781	2,781	2,781
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	2,638	2,781	2,781	2,781
ENDING FUND BALANCE	\$ -	\$ (2,781)	\$ -	\$ -

PROGRAM DESCRIPTION

Senate Bill 1135, passed by the 74th Texas Legislature, directs the Comptroller of Public Accounts to make an annual allocation from the Law Enforcement Officer Standards and Education (LEOSE) account to qualified law enforcement agencies. Twenty percent of the account is allocated equally among the qualified agencies. The remaining eighty percent is allocated based on the number of eligible law enforcement positions each agency had as of January 1 of the preceding calendar year.

Funds must only be spent on expenses related to the continuing education of qualified persons. Eligible expenses are not limited to tuition or registration fees; they may include equipment (such as TV's and VCR's), subscriptions, or travel expense if they are related to continuing education.

This program includes funds for the Leon Valley Police Department.

LEOSE ALLOCATION POLICE**GRANT FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2012-2013	2013-2014	2013-2014	2013-2014
Personnel Services	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-
Contractual Services	2,638	2,066	2,066	2,066
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 2,638	\$ 2,066	\$ 2,066	\$ 2,066

		BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	GRADE	2011-2012	2012-2013	2013-2014	2014-2015
		0.0	0.0	0.0	0.0
TOTAL		0.0	0.0	0.0	0.0

PROGRAM DESCRIPTION

Senate Bill 1135, passed by the 74th Texas Legislature, directs the Comptroller of Public Accounts to make an annual allocation from the Law Enforcement Officer Standards and Education (LEOSE) account to qualified law enforcement agencies. Twenty percent of the account is allocated equally among the qualified agencies. The remaining eighty percent is allocated based on the number of eligible law enforcement positions each agency had as of January 1 of the preceding calendar year.

Funds must only be spent on expenses related to the continuing education of qualified persons. Eligible expenses are not limited to tuition or registration fees; they may include equipment (such as TV's and VCR's), subscriptions, or travel expense if they are related to continuing education.

This program includes funds for the Leon Valley Fire Department.

LEOSE ALLOCATION FIRE**GRANT FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2012-2013	2013-2014	2013-2014	2013-2014
Personnel Services	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-
Contractual Services	-	715	715	715
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ -	\$ 715	\$ 715	\$ 715

		BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	GRADE	2011-2012	2012-2013	2013-2014	2014-2015
		0.0	0.0	0.0	0.0
TOTAL		0.0	0.0	0.0	0.0

CIED FUND

DEPARTMENT DESCRIPTION AND MISSION

On January 30, 2012 the Board of Trustees of CPS Energy voted to terminate the CIED Fund Program effective February 1, 2012 and allow CPS Energy staff to work with the City of Leon Valley on a method to transfer the outstanding CIED Fund program balance to the City. The outstanding balance due to the City of Leon Valley is \$1,519,671.60. These funds will be paid to the City in four quarterly installments with the first installment being wired to the City in August 2012.

CIED FUND
SUMMARY OF REVENUES AND EXPENDITURES

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2012-2013	2012-2013	2013-2014	2014-2015
BEGINNING FUND BALANCE	\$ 379,931	\$ 1,279,591	\$ 1,279,591	\$ 801,016
REVENUES				
CPS Franchise Revenue	1,173,083	-	34,000	68,000
TxDot Contribution for Hike and Bike Trail				1,200,000
TOTAL REVENUES	1,173,083	-	34,000	1,268,000
TOTAL RESOURCES AVAILABLE	1,553,014	1,279,591	1,313,591	2,069,016
EXPENDITURES				
Personnel Services	-	-	-	-
Supplies	-	-	-	-
Contractual Services	46,207	1,219,684	500,000	1,905,692
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	46,207	1,219,684	500,000	1,905,692
OTHER FINANCING USES				
Transfers Out	227,216	12,575	12,575	163,324
TOTAL OTHER FINANCING USES	227,216	12,575	12,575	163,324
TOTAL EXPENDITURES & OTHER USES	273,423	1,232,259	512,575	2,069,016
ENDING FUND BALANCE	\$ 1,279,591	\$ 47,332	\$ 801,016	\$ -

LEON VALLEY CRIME CONTROL AND PREVENTION DISTRICT

DEPARTMENT DESCRIPTION AND MISSION

The Crime Control and Prevention District is a special purpose district created for the purpose of improving crime prevention and reducing crime. In 1989, the Texas Legislature recognized that smaller cities within large metropolitan areas are greatly impacted by big city crime without the big city resources to fight crime problems they face. The Legislature passed the Crime Control and Prevention District Act to enable cities to create a special district that can collect a sales tax specifically dedicate to crime Control and reduction.

On November 5, 2013 the citizens of Leon Valley voted to create a Crime Control and Prevention District that will be supported through a 1/8 percent local sales and use tax.

CRIME CONTROL AND PREVENTION DISTRICT SUMMARY OF REVENUES AND EXPENDITURES

	ACTUAL 2011-2012	BUDGET 2012-2013	BUDGET 2013-2014	BUDGET 2014-2015
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ 122,700
REVENUES				
Tax Revenue	-	-	122,700	261,866
TOTAL REVENUES	-	-	122,700	261,866
OTHER FINANCING SOURCES				
Transfers in	-	-	-	-
TOTAL OTHER FINANCING SOURCES	-	-	-	-
TOTAL RESOURCES AVAILABLE	-	-	122,700	384,566
EXPENDITURES				
Personnel Services	-	-	-	180,653
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	-	-	-	180,653
TOTAL EXPENDITURES & OTHER USES	-	-	-	180,653
ENDING FUND BALANCE	\$ -	\$ -	\$ 122,700	\$ 203,913

CRIME CONTROL AND PREVENTION DISTRICT

	ACTUAL	BUDGET	BUDGET	BUDGET
EXPENDITURES	2011-2012	2012-2013	2013-2014	2014-2015
Personnel Services	\$ -	\$ -	\$ -	\$ 180,653
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ -	\$ -	\$ -	\$ 180,653

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2011-2012	2012-2013	2013-2014	2014-2015
Crime Prevention Officer	0.00	0.00	0.00	1.00
Police Officer	0.00	0.00	0.00	1.00
TOTAL	0.00	0.00	0.00	2.00

BUILDING SECURITY FUND

FUND DESCRIPTION AND MISSION

This fund is used to account for security fee proceeds received through Municipal Court operations. Security fee proceeds can only be used to finance the direct cost of personnel services, supplies, contractual services, and capital outlay items directly related to building security.

**BUILDING SECURITY FUND
SUMMARY OF REVENUES AND EXPENDITURES**

	ACTUAL 2012-2013	BUDGET 2013-2014	ESTIMATED 2013-2014	BUDGET 2014-2015
BEGINNING FUND BALANCE	\$ 705	\$ 522	\$ 1,182	\$ 3,642
REVENUES				
Building Security Fees	11,383	9,500	11,300	11,300
TOTAL REVENUES	11,383	9,500	11,300	11,300
OTHER FINANCING SOURCES				
Transfers in	10,000	13,000	13,000	10,000
TOTAL OTHER FINANCING SOURCES	10,000	13,000	13,000	10,000
TOTAL RESOURCES AVAILABLE	22,088	23,022	25,482	24,942
EXPENDITURES				
Personnel Services	21,551	21,840	21,840	23,275
Supplies	-	-	-	-
Contractual Services	15	-	-	-
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	21,566	21,840	21,840	23,275
TOTAL EXPENDITURES & OTHER USES	21,566	21,840	21,840	23,275
ENDING FUND BALANCE	\$ 522	\$ 1,182	\$ 3,642	\$ 1,667

BUILDING SECURITY FUND

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2012-2013	2013-2014	2013-2014	2014-2015
Personnel Services	\$ 21,551	\$ 21,840	\$ 21,840	\$ 23,275
Supplies	-	-	-	-
Contractual Services	15	-	-	-
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 21,566	\$ 21,840	\$ 21,840	\$ 23,275

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2011-2012	2012-2013	2013-2014	2014-2015
Officer	0.50	0.32	0.32	0.32
TOTAL	0.50	0.32	0.32	0.32

CHILD SAFETY FUND

FUND DESCRIPTION AND MISSION

The Child Safety Fund Program provides school crossing guards to assist children in crossing safely on our busy streets.

**CHILD SAFETY FUND
SUMMARY OF REVENUES, EXPENSES
AND CHANGES IN RETAINED EARNINGS**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2012-2013	2013-2014	2013-2014	2014-2015
BEGINNING FUND BALANCE	\$ 24,210	\$ 10,018	\$ 10,018	\$ 10,830
REVENUES				
Child Safety Fees	13,197	11,600	13,190	13,190
TOTAL REVENUES	13,197	11,600	13,190	13,190
OTHER FINANCING SOURCES				
Transfers In	-	-	-	-
TOTAL OTHER FINANCING SOURCES	-	-	-	-
TOTAL RESOURCES AVAILABLE	37,407	21,618	23,208	24,020
EXPENDITURES				
Personnel Services	27,234	12,378	12,378	14,605
Supplies	-	-	-	-
Contractual Services	155	-	-	-
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	27,389	12,378	12,378	14,605
TOTAL EXPENDITURES & OTHER USES	27,389	12,378	12,378	14,605
ENDING FUND BALANCE	\$ 10,018	\$ 9,240	\$ 10,830	\$ 9,415

DEPARTMENT DESCRIPTION AND NARRATIVE

This program is no longer funded in the Child Safety Fund. The General Fund now provides the funding for this programs.

CRIME PREVENTION**CHILD SAFETY FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2012-2013	2013-2014	2013-2014	2014-2015
Personnel Services	\$ 16,339	\$ -	\$ -	\$ -
Supplies	-	-	-	-
Contractual Services	155	-	-	-
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 16,494	\$ -	\$ -	\$ -

		BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	GRADE	2011-2012	2012-2013	2013-2014	2014-2015
Crime Prevention Officer	10	0.20	0.20	0.00	0.00
TOTAL		0.20	0.20	0.00	0.00

DEPARTMENT DESCRIPTION AND MISSION

The school crossing guards assist children in crossing at two locations - Huebner Road at Leon Valley Elementary and Evers Road at Grass Valley. Their mission is to protect our children at the City's school crossings.

SCHOOL CROSSING GUARDS**CHILD SAFETY FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2012-2013	2013-2014	2013-2014	2014-2015
Personnel Services	\$ 10,895	\$ 12,378	\$ 12,378	\$ 14,605
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 10,895	\$ 12,378	\$ 12,378	\$ 14,605

		BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	GRADE	2011-2012	2012-2013	2013-2014	2014-2015
School Crossing Guards	^	0.7	0.7	0.7	0.7
TOTAL		0.7	0.7	0.7	0.7

FOOTNOTE: ^ - Part-Time Personnel

MUNICIPAL COURT TECHNOLOGY FUND

FUND DESCRIPTION AND MISSION

To enhance technology within the Municipal Court system.

**MUNICIPAL COURT TECHNOLOGY FUND
SUMMARY OF REVENUES AND EXPENDITURES**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2012-2013	2012-2013	2013-2014	2014-2015
BEGINNING FUND BALANCE	\$ 59,306	\$ 50,537	\$ 50,537	\$ 35,667
REVENUES				
Court Technology Fees	15,130	12,200	15,130	15,130
TOTAL REVENUES	15,130	12,200	15,130	15,130
TOTAL RESOURCES AVAILABLE	74,436	62,737	65,667	50,797
EXPENDITURES				
Personnel Services	-	-	-	-
Supplies	1,502	-	-	-
Contractual Services	22,397	20,000	20,000	20,000
Capital Outlay	-	10,000	10,000	-
TOTAL EXPENDITURES	23,899	30,000	30,000	20,000
OTHER FINANCING USES				
Transfers Out	-	-	-	30,000
TOTAL OTHER FINANCING USES	-	-	-	30,000
TOTAL EXPENDITURES & OTHER USES	23,899	30,000	30,000	50,000
ENDING FUND BALANCE	\$ 50,537	\$ 32,737	\$ 35,667	\$ 797

MUNICIPAL COURT TECHNOLOGY FUND

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2012-2013	2012-2013	2013-2014	2014-2015
Personnel Services	\$ -	\$ -	\$ -	\$ -
Supplies	1,502	-	-	-
Contractual Services	22,397	20,000	20,000	20,000
Capital Outlay	-	10,000	10,000	-
TOTAL Department Budget	\$ 23,899	\$ 30,000	\$ 30,000	\$ 20,000

		BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	GRADE	2011-2012	2012-2013	2013-2014	2014-2015
		0.00	0.00	0.00	0.00
TOTAL		0.00	0.00	0.00	0.00

DEBT SERVICE FUND

FUND DESCRIPTION

The Debt Service Fund is used to account for the accumulation of resources for and the payment of principal and interest on general long-term debt of the City other than revenue bonds. An ad valorem property tax rate is calculated by the City annually. Property taxes are levied on January 1 each year on all taxable property within the City. The taxes become payable on October 1 following the levy date and delinquent on February 1 of the subsequent year. The annual tax levy must be sufficient in amount to meet current year debt payment requirements.

Outstanding debt issues for FY 2014 are:

ISSUE	OUTSTANDING AS OF 9/30/14	PURPOSE
2009 Refunding Bonds	\$1,240,000	Refunded the 1998 Certificates of Obligation that were originally issued to fund capital improvements and equipment.
2009 PPFCO	\$ 870,000	To fund the purchase a fire ladder truck.
2012 GO Bonds	\$6,885,000	Funds police, fire and administration complex construction and renovations.

DEBT SERVICE FUND
SUMMARY OF REVENUES AND EXPENDITURES

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2012-2013	2013-2014	2013-2014	2014-2015
BEGINNING FUND BALANCE	\$ 180,625	\$ 209,391	\$ 209,391	\$ 188,510
REVENUES				
Ad Valorem Taxes	645,285	657,741	657,741	683,397
Principal Income	-	-	-	-
Interest Income	-	-	-	-
TOTAL REVENUES	645,285	657,741	657,741	683,397
OTHER FINANCING SOURCES				
Transfers In	-	-	-	-
Bond Proceeds	-	-	-	-
TOTAL OTHER FINANCING SOURCES	-	-	-	-
TOTAL RESOURCES AVAILABLE	825,910	867,132	867,132	871,907
EXPENDITURES				
Bond Principal	345,000	420,000	420,000	430,000
Interest	270,019	257,122	257,122	245,947
Fees	1,500	1,500	1,500	2,250
Bond Issuance Costs	-	-	-	-
TOTAL EXPENDITURES	616,519	678,622	678,622	678,197
OTHER FINANCING SOURCES (USES)				
Bond Refunding	-	-	-	-
Residual Equity Transfer	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-
TOTAL EXPENDITURES AND OTHER USES	616,519	678,622	678,622	678,197
ENDING FUND BALANCE	\$ 209,391	\$ 188,510	\$ 188,510	\$ 193,710

DEBT SERVICE FUND
SUMMARY OF REVENUES AND EXPENDITURES
SCHEDULE OF REVENUES BY SOURCE

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2012-2013	2013-2014	2013-2014	2014-2015
Ad Valorem Taxes				
Current	\$ 637,843	\$ 652,541	\$ 652,541	\$ 678,197
Delinquent	2,896	2,000	2,000	2,000
Penalty and Interest	4,546	3,200	3,200	3,200
Total Ad Valorem Taxes	\$ 645,285	\$ 657,741	\$ 657,741	\$ 683,397
TOTAL REVENUES	\$ 645,285	\$ 657,741	\$ 657,741	\$ 683,397

COMMUNITY CENTER FUND

DEPARTMENT DESCRIPTION AND MISSION

The Community Center Fund is comprised of the operations of two multipurpose centers: the Community Center, and the Conference Center. These Centers are rented to the general public for a fee, and are also used for City sponsored events. The rental revenues off-set operational expenses, and a portion of the revenue is also retained for the long term maintenance of the facilities. The Hotel tax revenue fund also supports the Centers' operations.

The Centers are versatile facilities in a park-like setting, and are used for a variety of activities such as civic, private and social functions. The Conference Center was designed specifically for business conferences and events, but is versatile enough to accommodate social events as well. The Conference Center is designed for events up to 150 people, and the Community Center can accommodate up to 300 people. The Centers are also used to host the City's civic events.

The mission of the Leon Valley Community and Conference Centers is to provide a multipurpose venue for area community groups such as senior citizens, civic organizations and others, and to attract clients on a fee basis for use of the facilities for various events such as weddings, graduations, reunions, and special events.

PROGRAM NARRATIVE

Accomplishments for FY 2013-2014:

- ★ Maximized facility efficiency, cleanliness and maintenance for safety purposes, and for the enhancement of the clients' rental experience.
- ★ New Audio System installed at the Community Center.
- ★ New refrigerator purchased for the Community Center.
- ★ Floor upgraded in the Community Center Florotatlic Metallic Flooring System with high durability and visual appeal.
- ★ Installed a ceiling mounted projector with wireless capabilities at the Conference Center.
- ★ Continued contract services for advertisement of the Community and Conference Centers through a virtual online tour.
- ★ Maintained Successful partnership and collaboration with Northside ISD for Los Leones Art Festival hosted at the Community and Conference Center and Grounds.

COMMUNITY CENTER FUND

Objectives for FY 2014-2015:

- ★ Develop new marketing strategies to generate more revenues.
- ★ Investigate an enterprise-based program for booking and reserving the facilities.
- ★ Enhance opportunity for rentals by expanding advertising and possible use of the Kinman House for small events.

**COMMUNITY CENTER FUND
SUMMARY OF REVENUES AND EXPENDITURES**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2012-2013	2012-2013	2013-2014	2014-2015
BEGINNING FUND BALANCE	\$ 80,578	\$ 124,750	\$ 124,750	\$ 76,620
REVENUES				
Hotel/Motel Taxes	94,396	83,082	85,000	85,000
Rental Fees	83,470	83,551	75,470	75,470
TOTAL REVENUES	177,866	166,633	160,470	160,470
OTHER FINANCING SOURCES				
Fund Balance	-	25,000	25,000	20,000
Other-CDBG Grant Reimbursement	-	-	-	-
TOTAL OTHER FINANCING SOURCES	-	25,000	25,000	20,000
TOTAL RESOURCES AVAILABLE	258,444	316,383	310,220	257,090
EXPENDITURES				
Personnel Services	80,983	86,670	86,670	92,133
Supplies	4,747	10,400	10,400	7,400
Contractual Services	47,964	66,530	66,530	51,530
Capital Outlay	-	25,000	25,000	-
TOTAL EXPENDITURES	133,694	188,600	188,600	151,063
OTHER FINANCING USES				
Transfers Out	-	20,000	20,000	20,000
TOTAL OTHER FINANCING USES	-	20,000	20,000	20,000
TOTAL EXPENDITURES AND OTHER USES	133,694	208,600	208,600	171,063
ENDING FUND BALANCE	\$ 124,750	\$ 82,783	\$ 76,620	\$ 66,027

COMMUNITY CENTER FUND

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2012-2013	2012-2013	2013-2014	2014-2015
Personnel Services	\$ 80,983	\$ 86,670	\$ 86,670	\$ 92,133
Supplies	4,747	10,400	10,400	7,400
Contractual Services	47,964	66,530	66,530	51,530
Capital Outlay	-	25,000	25,000	-
TOTAL Department Budget	\$ 133,694	\$ 188,600	\$ 188,600	\$ 151,063

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2011-2012	2012-2013	2013-2014	2014-2015
Community Development Director	0.19	0.20	0.20	0.20
Administrative Assistant	2.00	1.20	1.20	1.20
Events Coordinator	0.00	0.00	0.00	0.00
Laborer III	0.20	0.20	0.20	0.20
TOTAL	2.39	1.60	1.60	1.60

STREET MAINTENANCE TAX

FUND DESCRIPTION AND MISSION

The City held an election on November 6, 2007 under Chapter 327 of the Texas Tax Code to adopt an additional 1/4% city sales and use tax for Municipal Street Maintenance. The tax was re-authorized on November 8, 2011. State law requires the creation of a separate fund for these funds.

The sales tax may be used only to maintain and repair municipal streets that existed on the date of the election to adopt the tax.

**STREET MAINTENANCE TAX FUND
SUMMARY OF REVENUES AND EXPENDITURES**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2012-2013	2013-2014	2013-2014	2014-2015
BEGINNING FUND BALANCE	\$ 401,699	\$ 866,862	\$ 866,862	\$ 870,334
REVENUES	475,884	457,050	523,472	523,472
TOTAL REVENUES	475,884	457,050	523,472	523,472
TOTAL RESOURCES AVAILABLE	877,583	1,323,912	1,390,334	1,393,806
EXPENDITURES				
Personnel Services	-	-	-	-
Supplies	-	-	-	-
Contractual Services	10,721	955,799	520,000	1,393,806
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	10,721	955,799	520,000	1,393,806
OTHER FINANCING SOURCES(USES)				
Transfer in	-	-	-	-
Transfer out	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-
ENDING FUND BALANCE	\$ 866,862	\$ 368,113	\$ 870,334	\$ -

CAPITAL PROJECT FUND

DEPARTMENT DESCRIPTION AND MISSION

This fund will account for the expenditures of the General Obligation Bonds, Series 2012. On May 12, 2012 the citizens of Leon Valley voted to authorize the City to issue General Obligation Bonds, Series 2012 for (i) designing, acquiring, improving, renovating, demolishing, expanding, and equipping a Public Safety and Support Complex to house police, fire, municipal court, and City administration services departments, and expenses incidental and necessary to the foregoing (including necessary utility relocation, acquisition of easements, right-of-way, and other real property interests, landscaping, and streetscape modification and improvements) and (ii) pay the costs of their issuance.

**CAPITAL PROJECT FUND
SUMMARY OF REVENUES AND EXPENDITURES**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2012-2013	2013-2014	2013-2014	2014-2015
BEGINNING FUND BALANCE	\$ 7,000,924	\$ 6,872,585	\$ 6,872,585	\$ 5,082,767
REVENUES	11,896	5,000	2,412	2,000
TOTAL REVENUES	11,896	5,000	2,412	2,000
OTHER FINANCING SOURCES				
Transfers In	-	207,770	207,770	530,803
TOTAL OTHER FINANCING SOURCES	-	207,770	207,770	530,803
TOTAL RESOURCES AVAILABLE	7,012,820	7,085,355	7,082,767	5,615,570
EXPENDITURES				
Personnel Services	-	-	-	-
Supplies	-	-	-	-
Contractual Services	140,235	-	-	-
Capital Outlay	-	7,019,770	2,000,000	5,615,570
TOTAL EXPENDITURES	140,235	7,019,770	2,000,000	5,615,570
TOTAL EXPENDITURES & OTHER USES	140,235	7,019,770	2,000,000	5,615,570
ENDING FUND BALANCE	\$ 6,872,585	\$ 65,585	\$ 5,082,767	\$ -

POLICE FORFEITURE TRUST FUND

FUND DESCRIPTION AND MISSION

This fund is used to account for proceeds of criminal asset forfeitures. State law requires the creation of a separate fund for these assets. Forfeiture funds can only be used for law enforcement purposes.

POLICE FORFEITURE TRUST FUND
SUMMARY OF REVENUES AND EXPENDITURES

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2012-2013	2013-2014	2013-2014	2014-2015
BEGINNING FUND BALANCE	\$ 493,763	\$ 420,234	\$ 420,234	\$ 196,423
REVENUES				
Seizures	78,103	-	55,000	-
Interest/Miscellaneous	13,221		-	
TOTAL REVENUES	91,324	-	55,000	-
TOTAL RESOURCES AVAILABLE	585,087	420,234	475,234	196,423
EXPENDITURES				
Personnel Services	1,495	15,550	15,550	3,000
Supplies	51,042	51,055	51,055	10,000
Contractual Services	17,618	60,008	60,008	70,908
Capital Outlay	94,698	114,000	114,000	25,000
TOTAL EXPENDITURES	164,853	240,613	240,613	108,908
OTHER FINANCING USES				
Transfers Out	-	38,198	38,198	50,000
TOTAL OTHER FINANCING USES	-	38,198	38,198	50,000
TOTAL EXPENDITURES AND OTHER USES	164,853	278,811	278,811	158,908
ENDING FUND BALANCE	\$ 420,234	\$ 141,423	\$ 196,423	\$ 37,515

STATE**POLICE FORFEITURE TRUST FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2012-2013	2013-2014	2013-2014	2014-2015
Personnel Services	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ -	\$ -	\$ -	\$ -

		BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	GRADE	2011-2012	2012-2013	2013-2014	2014-2015
		0.0	0.0	0.0	0.0
TOTAL		0.0	0.0	0.0	0.0

FEDERAL**POLICE FORFEITURE TRUST FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2012-2013	2013-2014	2013-2014	2014-2015
Personnel Services	\$ 1,495	\$ 15,550	\$ 15,550	\$ 3,000
Supplies	51,042	51,055	51,055	10,000
Contractual Services	17,618	60,008	60,008	70,908
Capital Outlay	94,698	114,000	114,000	25,000
TOTAL Department Budget	\$ 164,853	\$ 240,613	\$ 240,613	\$ 108,908

		BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	GRADE	2011-2012	2012-2013	2013-2014	2014-2015
		0.0	0.0	0.0	0.0
TOTAL		0.0	0.0	0.0	0.0

CITY OF LEON VALLEY
GENERAL FUND CAPITAL ACQUISITION PLAN
FY 2015

Business Office

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 14-15</i>	<i>FY 15-16</i>	<i>FY 16-17</i>	<i>FY 17-18</i>	<i>FY 18-19</i>	<i>Non Funded</i>
TOTAL			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Finance Department

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 14-15</i>	<i>FY 15-16</i>	<i>FY 16-17</i>	<i>FY 17-18</i>	<i>FY 18-19</i>	<i>Non Funded</i>
TOTAL			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Manager and Council

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 14-15</i>	<i>FY 15-16</i>	<i>FY 16-17</i>	<i>FY 17-18</i>	<i>FY 18-19</i>	<i>Non Funded</i>
Municipal Facility Building (Transfer to)	New	New	62,662	-				
Municipal Facility Technology (Transfer to)	New	New	134,817					
TOTAL			\$ 197,479	\$ -		\$ -	\$ -	\$ -

**City of Leon Valley
Manager and Council
Request for Capital
Fiscal Year 2015**

Item Description:

Redirected funds from the previous fiscal year that will be used for construction costs for the new municipal facility.

Description of Benefit from Purchase in Improved Service or Lower Cost:

NUMBER OF ITEMS	1
COST PER ITEM	\$ 62,662
ADDITIONAL COST PER ITEM	\$ -
TOTAL	<u><u>\$ 62,662</u></u>

**City of Leon Valley
Manager and Council
Request for Capital
Fiscal Year 2015**

Item Description:

Technology for the new building

Description of Benefit from Purchase in Improved Service or Lower Cost:

Audio & Video System and overhead paging system

The Municipal facilities project provides an opportunity to improve technology, security and audio/visual needs at the new Municipal facilities. These items are considered personal property and are not a part of the building construction.

NUMBER OF ITEMS	1
COST PER ITEM	\$ 134,817
ADDITIONAL COST PER ITEM	\$ -
TOTAL	<u><u>\$ 134,817</u></u>

Police Department

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 14-15</i>	<i>FY 15-16</i>	<i>FY 16-17</i>	<i>FY 17-18</i>	<i>FY 18-19</i>	<i>Non Funded</i>
Police Furniture	New	New	18,300					
Dictaphone system	2006	Replacement		30,000				
BpBr circuited duplexer	2006	Replacement		3,000				
Master III base/repeater station	2006	Replacement		5,000				
Repeater station-G.E. Master III	2006	Replacement		5,000				
Duplexer for repeater-Channel #2	2006	Replacement		3,000				
Generator	2000	Replacement		24,000				
Mobile Data Terminals	2001	Replacement			7,000			
TOTAL			\$ 18,300	\$ 32,000	\$ 7,000	\$ -	\$ -	\$ -

**City of Leon Valley
Police Department
Request for Capital
Fiscal Year 2015**

Item Description:
Furniture for the new Police Department

Description of Benefit from Purchase in Improved Service or Lower Cost:
Furniture for the new Police Department. This will include desks, chairs, tables, cabinets, etc.

This is being funded in part from the Police Forfeiture Fund \$25,000 and \$18,300 is being funded from the General Fund Capital Reserve.

NUMBER OF ITEMS	1
COST PER ITEM	\$ 18,300
ADDITIONAL COST PER ITEM	\$ -
TOTAL	<u><u>\$ 18,300</u></u>

Fire Department

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 14-15</i>	<i>FY 15-16</i>	<i>FY 16-17</i>	<i>FY 17-18</i>	<i>FY 18-19</i>	<i>Non Funded</i>
1977 Brush truck	1983	Replacement						125,000
Hose, adapters & nozzles	Variable	Replacement	4,000					
Bunker Gear	2004	Replacement	5,400					
Fire Station Furniture	Variable	Replacement	51,300					
1991 pumper fire truck	1991	Replacement		475,000				
SCBA	Variable	Replacement		12,000				
Hose, adapters & nozzles	Variable	Replacement		4,000				
Hose, adapters & nozzles	Variable	Replacement				4,000		
Hose, adapters & nozzles	Variable	Replacement				32,000		
Physio-Control	2008	Replacement					4,000	
Hose, adapters & nozzles	Variable	Replacement						
TOTAL			\$ 60,700	\$ 491,000	\$ 4,000	\$ 36,000	\$ 4,000	\$ 125,000

**City of Leon Valley
Fire Department
Request for Capital
Fiscal Year 2015**

Item Description:

Hose, Nozzles, Adapters.

Description of Benefit from Purchase in Improved Service or Lower Cost:

This annual capital expense is for replacement of fire hose, nozzles that must be replaced due to wear or testing failure.

NUMBER OF ITEMS	Various
COST PER ITEM	\$ 4,000
ADDITIONAL COST PER ITEM	\$ -
TOTAL	<u>\$ 4,000</u>

**City of Leon Valley
Fire Department
Request for Capital
Fiscal Year 2015**

Item Description:
Replacement Firefighter Bunker Gear purchased in 2004.

Description of Benefit from Purchase in Improved Service or Lower Cost:
The firefighting bunker gear is the essential protective gear worn by firefighters in structural firefighting. The department has two sets of gear that are scheduled to end their 10 year service life and are in need of replacement.

NUMBER OF ITEMS	3
COST PER ITEM	\$ 1,800
ADDITIONAL COST PER ITEM	\$ -
TOTAL	<u><u>\$ 5,400</u></u>

**City of Leon Valley
Fire Department
Request for Capital
Fiscal Year 2015**

Item Description:

Furniture and equipment for new fire station - to include; tables, chairs, desks, cabinets, bookcases, televisions (10) beds, shelving, stands.

Description of Benefit from Purchase in Improved Service or Lower Cost:

Current furnishings are exhibiting extensive signs of wear, or does not fit properly in new fire station. This furniture is in constant use.

NUMBER OF ITEMS	Various
COST PER ITEM	Varies
ADDITIONAL COST	\$ -
TOTAL	<u>\$ 51,300</u>

Public Works

Item	Acquisition Date	Purchase Type	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Non Funded
Sidewalks	New	New	20,000					
Vibratory trench roller	1999	Replacement		26,000				
R&R Public Service Center bldg.	1984	Replacement		100,000				
Public Service Center fence	1984	Replacement		30,000				
New sidewalks	New	New		20,000				
Auto lift	2001	Replacement			6,100			
Paver haul trailer	1997	Replacement			20,000			
New sidewalks	New	New			20,000			
New sidewalks	New	New				20,000		
Gator	2010	Replacement				9,000		
TOTAL			\$ 20,000	\$ 176,000	\$ 46,100	\$ 29,000	\$ -	\$ -

City of Leon Valley
Public Works
Request for Capital
Fiscal Year 2015

Item Description:

Install new sidewalks in the City, annual goal of installing 500 feet of (new/replacement sidewalks).
Constructed of base material, number 3 steel rebar and 2500 psi concrete.

Description of Benefit from Purchase in Improved Service or Lower Cost:

Benefit to residents and will be safe sidewalks in neighborhoods for children or older residents who may use a cane walking devise, motorized vehicle or wheelchair for mobility.

NUMBER OF ITEMS	500 Linear Feet
COST PER ITEM	\$ 20,000
ADDITIONAL COST PER ITEM	\$ -
TOTAL	<u><u>\$ 20,000</u></u>

Development

Item	Acquisition Date	Purchase Type	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Non Funded
TOTAL			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Economic Development

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 14-15</i>	<i>FY 15-16</i>	<i>FY 16-17</i>	<i>FY 17-18</i>	<i>FY 18-19</i>	<i>Non Funded</i>
TOTAL			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Parks

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 14-15</i>	<i>FY 15-16</i>	<i>FY 16-17</i>	<i>FY 17-18</i>	<i>FY 18-19</i>	<i>Non Funded</i>
Basketball Court (Silo Park)	New	New	20,000					
Multi-purpose play structure	1996	Replacement			12,000			
Large BBQ smoker	1986	Replacement			3,500			
4 ft. slide - pink & yellow	1996	Replacement			1,700			
Playground Equipment	1997	Replacement				7,000		
R&R footpath (expansion area)	1997	New				2,500		
TOTAL			\$ 20,000	\$ -	\$ 17,200	\$ 9,500	\$ -	\$ -

**City of Leon Valley
Parks
Request for Capital
Fiscal Year 2015**

Item Description:

Basketball Court at Silo property located on Huebner Road

Description of Benefit from Purchase in Improved Service or Lower Cost:

To develop a 3.839 acre tract of land in the 7500 block of Huebner Road, locally known as a portion of the Silo property, into a neighborhood pocket park, specifically to construct a basketball court and related amenities, for the purpose of providing recreation opportunities for persons living in the Canterfield, Pavona, and Monte Robles Park neighborhoods, as recommended by the Park Commission in the 2014 Parks and Open Space Master Plan.

NUMBER OF ITEMS	
COST PER ITEM	\$ 20,000
ADDITIONAL COST PER ITEM	\$ -
TOTAL	<u><u>\$ 20,000</u></u>

Library

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 14-15</i>	<i>FY 15-16</i>	<i>FY 16-17</i>	<i>FY 17-18</i>	<i>FY 18-19</i>	<i>Non Funded</i>
Library materials-all formats all ages	New	New	20,000					
Library materials-all formats all ages	New	New		20,000				
Library materials-all formats all ages	New	New			20,000			
Library materials-all formats all ages	New	New				20,000		
Library materials-all formats all ages	New	New					20,000	
Library materials-all formats all ages	New	New						
TOTAL			\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -

TOTAL BY FISCAL YEAR	\$ 336,479	\$ 719,000	\$ 94,300	\$ 94,500	\$ 24,000	\$ 125,000
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**City of Leon Valley
Library
Request for Capital
Fiscal Year 2015**

Item Description:

Library Materials for all types of materials and for customers of all ages. Additions to the library collections in all areas is important to keep current in both fiction and non-fiction areas. Proposed purchases are print materials in regular and large type for adults, print materials for other reading levels youth and preschool. We plan to update audio books in CD and electronic format for adults and young adults. Electronic books in audio and e-books formats for adults and young adults will be added. This year slightly more emphasis will be placed on materials youth due to the additional shelf space afforded by the new square footage in the Children's Wing.

Description of Benefit from Purchase in Improved Service or Lower Cost:

The materials budget will allow for the purchase of current and replacement materials to keep the Library Collection up to date with current materials necessary for excellent public service.

NUMBER OF ITEMS	Varies
COST PER ITEM	Varies
ADDITIONAL COST PER ITEM	
TOTAL	<u><u>\$20,000</u></u>

CITY OF LEON VALLEY
ENTERPRISE FUND CAPITAL ACQUISITION PLAN
FY 2015

Item	Acquisition Date	Purchase Type	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Non Funded
Reserve for CIP	2000	Replacement	465,319					
Hydraulic Breaker Attachment	New	New	5,480					
Water Rights	New	New	160,000					
Municipal Building (Transfer to)	New	New	50,000					
Technology for Municipal Building (Transfer to)	New	New	20,000					
Well fencing-Huebner well	1996	Replacement		8,000	7,000	10,000	10,000	
Grass Hill storage building	1997	Replacement						
Tank R&R-GH ground storage tank	1995	Replacement						
Sewer Camera	2008	Replacement						
TOTAL BY FISCAL YEAR			\$ 700,799	\$ 8,000	\$ 7,000	\$ 10,000	\$ 10,000	\$ -

City of Leon Valley
Water and Sewer Fund
 Request for Capital
 Fiscal Year 2015

Item Description:
 Reserve for CIP

Description of Benefit from Purchase in Improved Service or Lower Cost:

NUMBER OF ITEMS	-
COST PER ITEM	
ADDITIONAL COST PER ITEM	\$ -
TOTAL	<u>\$ 465,319</u>

**City of Leon Valley
Water and Sewer Fund
Request for Capital
Fiscal Year 2015**

Item Description:
Hydraulic Breaker Attachment for 863 Skid steer

Description of Benefit from Purchase in Improved Service or Lower Cost:

The hydraulic breaker will be used for breaking limestone rock, that is common in this area when digging. The piece of machinery will assist the crew to work in a more efficient manner when digging in terrain that is rocky. The attachment can easily be installed with the existing quick connect that is located on the Bobcat 863 Skid steer.

NUMBER OF ITEMS	1
COST PER ITEM	\$ 5,480
ADDITIONAL COST PER ITEM	\$ -
TOTAL	<u><u>\$ 5,480</u></u>

**City of Leon Valley
Water and Sewer Fund
Request for Capital
Fiscal Year 2015**

Item Description:
Water Rights

Description of Benefit from Purchase in Improved Service or Lower Cost:
Purchase 46af of water rights.

NUMBER OF ITEMS	46af
COST PER ITEM	\$160,000
ADDITIONAL COST PER ITEM	\$0
TOTAL	<u><u>\$160,000</u></u>

City of Leon Valley
Water and Sewer Fund
Request for Capital
Fiscal Year 2015

Item Description:

Water and Sewer contribution for the New Municipal Facility that will house Utility collections and billing

Description of Benefit from Purchase in Improved Service or Lower Cost:

NUMBER OF ITEMS	
COST PER ITEM	\$50,000
ADDITIONAL COST PER ITEM	\$0
TOTAL	<u><u>\$50,000</u></u>

City of Leon Valley
Water and Sewer Fund
Request for Capital
Fiscal Year 2015

Item Description:

Technology for the new Municipal Facility that houses utility collections and billing

Description of Benefit from Purchase in Improved Service or Lower Cost:

Audio & Video System and overhead paging system

The Municipal facilities project provides an opportunity to improve technology, security and audio/visual needs at the new Municipal facilities. These items are considered personal property and are not a part of the building construction.

NUMBER OF ITEMS	
COST PER ITEM	\$20,000
ADDITIONAL COST PER ITEM	\$0
TOTAL	<u><u>\$20,000</u></u>

CITY OF LEON VALLEY
COMMUNITY CENTER FUND CAPITAL ACQUISITION PLAN
FY 2015

<i>Item</i>	<i>Acquisition Date</i>	<i>Purchase Type</i>	<i>FY 14-15</i>	<i>FY 15-16</i>	<i>FY 16-17</i>	<i>FY 17-18</i>	<i>FY 18-19</i>	<i>Non Funded</i>
Municipal Facility Technology (Transfer to) Chairs Telephone system Tables	New 2001 2001 2001	New Replacement Replacement Replacement	20,000	8,500 4,000 8,500				
TOTAL BY FISCAL YEAR			\$ 20,000	\$ 21,000	\$ -	\$ -	\$ -	\$ -

**City of Leon Valley
Community Center
Request for Capital
Fiscal Year 2015**

Item Description:

Technology for the new building. The functions of the Community Center are housed at the Municipal Facility

Description of Benefit from Purchase in Improved Service or Lower Cost:

Audio & Video System and overhead paging system

The Municipal facilities project provides an opportunity to improve technology, security and audio/visual needs at the new Municipal facilities. These items are considered personal property and are not a part of the building construction.

NUMBER OF ITEMS	1
COST PER ITEM	\$ 20,000
ADDITIONAL COST PER ITEM	\$ -
TOTAL	<u><u>\$ 20,000</u></u>

CITY OF LEON VALLEY
POLICE FORFEITURE CAPITAL ACQUISITION PLAN
FY 2015

Item	Acquisition Date	Purchase Type	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Non Funded
Municipal Building (Transfer to)	New	New	50,000					
Furniture	New	New	25,000					
Police vehicles (3)	Variable	Replacement		120,000	120,000	120,000	120,000	
Police vehicles (3)	Variable	Replacement						
Police vehicles (3)	Variable	Replacement						
Police vehicles (3)	Variable	Replacement						
TOTAL BY FISCAL YEAR			\$ 75,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ -

City of Leon Valley
Police Forfeiture Fund
Request for Capital
Fiscal Year 2015

Item Description:

Associated costs with the new building that will be paid for by the seizure account

Description of Benefit from Purchase in Improved Service or Lower Cost:

Associated costs with the new building that will be paid for by the seizure account

NUMBER OF ITEMS	-
COST PER ITEM	\$ 50,000
ADDITIONAL COST PER ITEM	\$ -
TOTAL	<u><u>\$ 50,000</u></u>

**City of Leon Valley
Police Forfeiture
Request for Capital
Fiscal Year 2015**

Item Description:
Furniture for the new Police Department

Description of Benefit from Purchase in Improved Service or Lower Cost:
Furniture for the new Police Department. This will include desks, chairs, tables, cabinets, etc.

This is being funded in part from the Police Forfeiture Fund \$25,000 and \$18,000 is being funded from the General Fund Capital Reserve.

NUMBER OF ITEMS	1
COST PER ITEM	\$ 25,000
ADDITIONAL COST PER ITEM	\$ -
TOTAL	<u><u>\$ 25,000</u></u>